



New Covenant Christian School

Safety Plan

Updated May 2016
Effective July 1, 2016

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New Covenant Christian School Overview

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Introduction

New Covenant Christian School (NCCS) considers emergencies and violent incidents very serious occurrences and treats these events expeditiously. The School Safety Plan is designed to address the needs of NCCS students, the school, and its urban location. The State of New York

has enacted the Safe Schools Against Violence in Education (SAVE) law. NCCS supports the SAVE legislation and intends to diligently abide by the recommendations put forth in the legislation.

Emergency Chain of Command

In an emergency, one school employee will be responsible for exercising authority and coordinating for assistance. Use the following list to determine who is in charge in an emergency:

- First in the Chain of Command: Building Principal
- Second in the Chain of Command: Dean of Students
- Third in the Chain of Command: School Secretary as Fire and Emergency Drill Instructor
- Fourth in the Chain of Command: Chief Operating Officer
- Fifth in the Chain of Command: Director of Finance and Administration.

Each principal is responsible for creating his or her own School Safety Team among the staff members under his or her supervision and must appoint a floor warden for each school floor. Throughout this plan, the “Person-In-Command” refers to the person who has taken charge of the emergency situation in line with the chain of command above.

Daily Security Procedures

1. Establish the time when the building is to be opened and closed. The hours should be posted at all doorways.

The building’s hours are 7:30 A.M. to 6:00 P.M.

2. Determine when the administrative designee will be at the switchboard to receive incoming calls and to make emergency calls.

The switchboard’s daily operations begin at 9:00 A.M.

3. Classroom doors may be closed while the children are in attendance but never locked.
4. Custodians will check all locks on doors and windows.
5. Custodians will check all pathways to doors to ensure free access.
6. Custodians will check all doors to ensure they function properly and lock.
7. Custodians will lock all rooms at night.
8. Custodians will lock the school building and ensure that the building is empty at the end of the day.

Visitors To The Building

Upon entering the school building, all visitors must proceed directly to the school office. The visitor must present valid identification and sign the Visitor Log. At all times, the visitor must carry the NCCS-specific Visitor Pass as provided by the school office. If a visitor fails to provide proper identification or refuses to sign in, the school office must call the NCCS Executive Office for explicit permission and may deny entry based on the response from the Executive Office. In the event that a visitor is observed on the wrong floor or without a Visitor Pass, the visitor must be addressed and may be escorted out of the building.

Drills

Participating in emergency preparedness drills empowers young children to feel more in control of situations that are otherwise frightening and disorienting. When appropriate, “Stop, drop and roll” exercises should be conducted with the children, along with lessons regarding fire safety at home and in school. Encourage children to talk about their concerns. Reassure children that the program staff is doing everything possible to keep them safe. Fire and evacuation drills must be conducted monthly with staff, volunteers and children.

During a drill everyone must leave the building immediately. **The following steps should be taken:**

1. At the sound of the signal, the staff directs the children to stand.
2. Teacher assistant/aide leads the children to the exit.
3. Teacher takes up a position that will ensure calm, orderly, and quick exit.
4. The Teacher closes the classroom doors to prevent the spread of fire.
5. Staff and children walk a sufficient distance so that they are clear of the building.
6. When an “all clear” signal is sounded everyone reenters the building.

Emergency Equipment

The building principal and/or designated staff member must

1. Inspect the first aid kit monthly and replace materials as soon as possible;
2. Maintain a cell phone or walkie-talkie system for to be used in the event of telephone service disruptions;
3. Maintain battery operated flashlights;
4. Maintain a battery operated radio to listen to emergency broadcasts;
5. Check that all fire exits, sprinkler systems, fire extinguishers, and fire and smoke alarms are working properly at all times. The program must cooperate with the Fire Department inspections and implement corrective actions immediately;
6. Maintain medication storage facilities and records. During an evacuation the designee should, if possible, remove the medication to a safe place; and,
7. If possible, ensure that important paper and computer files are “backed up” and stored in duplicate at an off-site secured location. This includes contact information for both children and staff.

Emergency Procedures

Overview

When an emergency occurs at NCCS, the Person-In-Command may proceed in his or her own best judgment or may gather the School Safety Team to formulate an appropriate plan of action following the procedures outlined below for confronting and rectifying specific emergency situations.

As a result, the Person-In-Command may declare a school emergency and the necessary plan of action. The NCCS school office will become the Command Center and the Chain of Command shall report directly to the Command Center. The Person-In-Command shall remain in charge until local law enforcement of emergency response personnel are on the scene and take command of the situation. The Person-In-Command should adhere to the following protocol in the event of protective action:

- Take control once informed of emergency situation;
- Gather information and make appropriate decisions;
- Order evacuation if necessary;
- Contact appropriate law enforcement authorities as necessary;
- Turn control of emergency situations over to law enforcement as required;
- Test the emergency response procedures on an annual basis; and
- Meet with local government official to seek advice and assistance

Notification and Activation of Safety Plan (Internal and External Communications)

In the event of an emergency, the Person-In-Command will notify local law enforcement officials via 911.

- Northeast Bronx Campus
 - The firehouse serving this campus is: Engine 38 Ladder 51, 3446 Eastchester Road, Bronx, NY 10469.
 - The police precinct serving this campus is: 47th Precinct, 4111 Laconia Avenue, Bronx, NY 10466. The phone number is (718) 920-1211.
- South Bronx Campuses
 - The firehouse serving this campus is: Battalion 26 Engine 50 Ladder 19, 115 Washington Avenue, Bronx, NY 10456
 - The police precinct serving this campus is: 42nd Precinct, 830 Washington Avenue, Bronx, NY 10451. The phone number is (718) 402-3887.
- Central Bronx Campus
 - The firehouse serving this campus is: Engine 42, 1781 Monroe Avenue, Bronx, NY 10457.
 - The police precinct serving this campus is: 46th Precinct, 2120 Ryer Avenue, Bronx, NY 10457. The phone number is (718) 220-5211.

In the event of an emergency or threatening event, the Person-In-Command will activate the School Safety Plan and the appropriate local authorities will be contacted. Communication methods within NCCS include two-way radios, personnel contact, landline service, cellular telephones, and email. The Person-In-Command will provide notice of early dismissals and/or emergency evacuations with local media outlets. She will manage all internal and external

communications. No NCCS employee should provide information to the media during or following an emergency unless the Person-In-Command and/or the Director of Finance and Administration grant explicit permission. Parents and guardians will be contacted via the Schoolway App and/or telephone in the event of an actual emergency. The school will notify a student's parents in the event of a medical emergency or serious injury.

Response to Acts of Violence: Implied or Direct Threats

The Person-In-Command and Director of Finance and Administration will be notified immediately of all implied or direct threats. The level of threat will be determined based on gathered information. The Principal will contact local law enforcement officials if necessary. The situation will be monitored closely until the threat passes or local law enforcement officials take control.

Response to Intruder

If an intruder is discovered in the school building, a coded PA system alert will notify the staff.

1. The alert is: *Mr. Smith, please report to the office to collect your RED folder.*

In response to this announcement, the following steps must be taken immediately:

1. Any students in the hallway must be taken to the nearest classroom by NCCS staff.
2. All teachers must lock their classroom doors and refuse to issue any passes.
3. The School Safety Team must conduct a building sweep to locate the intruder, or must immediately call the police to apprehend the intruder if the intruder is suspected to be armed and dangerous.

If the intruder is found and the situation is again safe, or no intruder is found in the school building, an "all clear" PA system message will notify the staff.

1. The alert is: *Mr. Smith, please report to the office to collect your GREEN folder.*

In the event that the PA system is inoperative, NCCS school leaders will tune two-way radios to a universal frequency to communicate. Administrators and deans on every floor will also be radioed. On emergency basis, the classroom intercom system will communicate with key teachers on the floor.

Responses to Bomb Threats/Suspicious Packages

1. If a suspicious package is observed, do not touch.
2. Notify the Person-In-Command and the Director of Finance and Administration.
3. Appropriate school administrators notify the police and alert students and school staff of situation through the PA system or Fire Drill Bell Notification.
4. The Person-In-Command, in conjunction with the police, decide if building evacuation should occur.
5. If a bomb detonates, the School Safety Team should identify location, number and extent of injured. If possible retrieve contact information of victims and notify contacts as necessary.
6. If the school building cannot be reentered following evacuation, students and staff should proceed to the Evacuation Location (see Evacuation Procedures) with attendance information as prescribed in the School Safety Plan;
7. Floor Wardens shall assist in the evacuation.
8. Floor plans should be readily available in each NCCS school office.

9. No one is permitted to reenter the school building and/or affected area without authorization from the Person-In-Command or an official of a government agency.
10. In the event that the school building cannot be reentered, parents/guardians must be contacted for students requiring transportation home. Parents/guardians responsible for meeting their children at school must be contacted about the situation. Staff should remain at the school to direct parents/guardians to the Evacuation Location for pick-up.

Hazardous Material/Building Collapse/Explosion

1. Notify the Person-In-Command.
2. Appropriate school administrators alert student and school staff of situation via either the PA system or Fire Drill Bell Notification.
3. Students and staff should proceed to the Evacuation Location (see Evacuation Procedures with attendance information as prescribed in the School Safety Plan.
4. Floor Wardens shall assist in the evacuation with the exception of the contaminated/damaged area.
5. Floor plans should be readily available in each NCCS school office.
6. School Safety Team should identify location, number and extent of injured. If possible retrieve contact information of injured and notify contacts as necessary.
7. No one is permitted to reenter the school building and/or affected area without authorization from the Person-In-Command or an official from a government agency.
8. If the school building cannot be reentered following evacuation, students and staff should proceed to the Evacuation Location with attendance information as prescribed in the School Safety Plan.
9. In the event that the school building cannot be reentered, parents/guardians must be contacted for students requiring transportation home. Parents/guardians responsible for meeting their children at school must be contacted about the situation. Staff should remain at the school to direct parents/guardians to the Evacuation Location for pick-up.

Shooting

1. Notify the Person-In-Command.
2. Follow the Intruder Procedures as outlined in the School Safety Plan.
3. Person in Command, in conjunction with the NYPD, decides if building evacuation should occur.
4. Evacuate the school building adhering to exit routes as outlined in the School Safety Plan.
5. Floor Wardens shall assist in the evacuation with the exception of the contaminated/damaged area.
6. Floor plans should be readily available in each NCCS school office.
7. School Safety Team should identify means of communication with perpetrator(s), such as land-line telephone, cellular phone, fax or PA system.
8. Identify the location of perpetrator(s), and if possible their number and names.
9. School Safety Team should identify location, number and extent of injured. If possible retrieve contact information of injured and notify contacts as necessary.
10. Person-In-Command will notify respective supervisors and/or arriving agency officials of all pertinent and vital information.
11. No one is permitted to reenter the school building and/or affected area without authorization from the appropriate agency.
12. If the school building cannot be reentered following evacuation, students and staff should proceed to the Evacuation Location with attendance information as prescribed in the School Safety Plan.

13. In the event that the school building cannot be reentered, the parents/guardians must be contacted for students requiring transportation home. Parents/guardians responsible for meeting their children at school must be contacted about the situation. Staff should remain at the school to direct parents/guardians to the Evacuation Location for pick-up.

Kidnapping

1. Staff member must always check Student Personal Data Form to ensure that a legal guardian is taking the student from the school building.
2. Notify Person-In-Command or appropriate school leader of suspected kidnapping.
3. Contact parent/guardian to ensure that student is not, knowingly, with relatives or friends.
4. Confirm attendance information for the student reported kidnapped.
5. If the kidnapper is still on the premises, follow the Intruder Procedures outlined in this Safety Plan.

Fire Emergency

1. The first person to see fire should activate the fire alarm and immediately notify the Person-In-Command of the fire's location;
2. Person-In-Command should immediately implement the evacuation plan.
3. Person-In-Command must call the FDNY immediately;
4. Person-In-Command will notify respective supervisors and/or arriving agency officials of all pertinent and vital information.
5. School Safety Team should identify location, number and extent of injured. If possible retrieve contact information of injured and notify contacts as necessary.
6. No one is permitted to reenter the school building and/or affected area without authorization from the appropriate agency.
7. If the school building cannot be reentered following evacuation, students and staff should proceed to the Evacuation Location with attendance information as prescribed in the School Safety Plan.
8. In the event that the school building cannot be reentered, parents/guardians must be contacted for students requiring transportation home. Parents/guardians responsible for meeting their children at school must be contacted about the situation. Staff should remain at the school to direct parents/guardians to the Evacuation Location for pick-up.

Hostage Situation

1. The first person aware of the situation will immediately notify the Person-In-Command and s/he will notify the police and the School Safety Agent.
2. Person-In-Command will issue an alert if necessary and isolate the area.
3. Person-In-Command will notify the police and the Director of Finance and Administration. No response will be given to media until deemed necessary.
4. Person-In-Command will turn over authority to the police upon their arrival and assist as requested.

Acts of Violence

NCCS maintains a zero-tolerance policy for violence by students, staff and visitors. Students adhere to a strict Code of Conduct published in the NCCS Student Handbook. Child abuse reporting procedures will be followed for all acts of violence committed against students. In the

event of an act of violence the Person-In-Command will determine the severity of the situation. The immediate threat area will be isolated and the school building evacuated as necessary. The level of the threat will be determined based on gathered information and the Person-In-Command will contact local law enforcement officials if necessary. The situation will be closely monitored and appropriate adjustments made as necessary until the threat passes or local law enforcement officials take control of the situation.

Arrangements for Obtaining Emergency Assistance from Local Government

The Person-In-Command will determine which outside agencies to contact for emergency assistance. In emergency situations, 911 will be called, and police and/or fire departments will dispatch.

Any adult in the building can call 911 in the event that a person needs immediate medical attention or his/her condition appears life threatening.

- Local FDNY house – 911
- Local Ambulance – 911
- Local NYPD precinct – 911

Sheltering-In

There will be times when the appropriate response to a disaster may require that emergency responders direct children and staff to remain within the building. This type of response is often referred to as “sheltering-in.” **The “sheltering-in” location must be**

1. A hallway and away from windows and glass;
2. An area that is isolated and where ventilation can be turned off, if needed;
3. An area that is lower than the first floor and away from the main entrance of your building; and,
4. An area that has access to emergency resources such as water, cups, blankets, change of clothing, a battery operated radio, and flashlights.

The determination that staff and students should remain inside during a disaster will be made by local law enforcement and public safety officials. Once that decision has been made, staff will be given particular directions as to where staff and children should be moved as well as the steps that need to be taken to ensure that the relocated environment remains free from the dangers outside of your building.

While by law you are required to conduct fire drill mandates, you are also urged to conduct shelter drills. **At the sound of the shelter drill signal, the procedures should be as follows:**

1. Close all windows, draw all shades, exit classroom with the children, close all of the classroom doors and proceed immediately to the shelter.
2. Maintain calm and quiet.
3. Return children and staff to classrooms at the sound of the signal.

Evacuation Plan

In the event of an evacuation, two (2) alternative locations should be identified in advance and communicated to all program staff and parents. Unless otherwise directed by the NYPD, the FDNY, or other emergency personnel, such a site is a safe walking distance from the original site.

To prepare for an evacuation, each program should have a notebook binder in each classroom that contains an updated parent/caretaker/emergency contact telephone directory with a listing for each child in the program. This binder must be easily accessible so that during an emergency evacuation, the teachers can remove the binders to a safe location. **The binder should include**

1. Telephone numbers of parents' homes, businesses, cell phones, and email addresses (updated quarterly or on an as needed basis);
2. Contact information on each child's medical practitioner. Medical alert information, for example penicillin allergies, is indicated for specific children;
3. Information about the location and schedule of all limited mobility children. Limited mobility children are escorted to a previously determined "safety zone" room and then removed by designated personnel.

While in the evacuation site, attendance should be confirmed using the roster for both children and staff.

The overall decision to evacuate is made by the Person-In-Command. **The following steps should be taken:**

1. The local precinct is notified that the school is being evacuated.
2. All classrooms and offices are locked.
3. At the sound of the signal, staff members escort the children from their rooms and exit through the nearest exit of the building to the previously arranged site. Staff members will be assigned with the care and transport of children with limited mobility as needed.
4. During the evacuation, the Person-In-Command, the school secretary, or a designated member of the School Safety Team takes the binder with them to the pre-determined alternate location. Attendance of children and staff is taken at the alternate location. Missing children and staff are reported to emergency personnel as soon as possible.
5. If the signal does not work, then an identified staff person is dispatched to each room to relay the information that an evacuation is in effect.

Evacuation Locations

	1 st Alternative Location	Address	Telephone Number	Contact Person		2 nd Alternative Location	Address	Telephone Number	Contact Person
Northeast Bronx Campus	PS. 78	1400 Needham Avenue, Bronx, NY 10469							
South Bronx Campus/ High School	Youth Village Playground	1153 Jackson Ave, Bronx, NY 10456	N/A	N/A		Morris High School	1110 Boston Road, Bronx, NY 10456	718-860- 1385	Principal
South Bronx Campus/Early Childhood	Youth Village Playground	1153 Jackson Ave, Bronx, NY 10456	N/A	N/A		Morris High School	1110 Boston Road, Bronx, NY 10456	718-860- 1385	Principal
Central Bronx Campus	St. Margaret's School	Echo Place	N/A			Christ the King School	169 th & Grand Concourse		

