


































## Shooting (OUTSIDE OF THE SCHOOL)

**Please note: Schools may decide to or be directed to Shelter-In or conduct an Evacuation. They must be prepared for both scenarios.**


NOTIFY Principal/designee, Borough Safety Director and Security.


Follow the GRP protocol for Shelter-In , as outlined in previous section.


### CONTACT:

- 911 – Be prepared to provide:
  - Your NAME and TELEPHONE NUMBER
  - ADDRESS of the school/facility
  - DESCRIPTION of the situation (including number of people involved) and location
  - DESCRIPTION of the shooter / hostage taker
  - TYPE of weapon, if any
  - ENTRANCE for first responders to use, if possible
- Emergency Information Center / Communications Control Center, 718-935-3210
- BRT Leader (who should activate the BRT)

Decision to Shelter-In should be made by Principals/BRT Leader in consultation with NYPD SSD.

Note: in some cases the Shelter-In  may require the assigned BRT members to report to their assigned exit doors. The Incident Assessor should report to all posts and ensure that BRT members have the required equipment.

Floor Wardens should be deployed to each floor to assist in the Shelter-In , and assist in assessing conditions throughout the building to determine in an internal relocation of some classes is required.

If determined in conjunction with first responders, Evacuate  the premises following routes outlined in the section above, *Emergency Assignments, Egresses, and Relocation Sites*.

If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in the section above, *Emergency Assignments, Egresses, and Relocation Sites*.

Office of Pupil Transportation must be notified for those children who take the bus home.

The BRT Leader should work with first responders to identify the location, number and extent of injured persons. If the victim is part of the school community (staff or student), retrieve the victims' information with home contact numbers and make notifications as necessary.

Security / Principal will provide respective Supervisors and arriving agencies with vital information.

For those children who are picked up from school, the parents/guardians need to be advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup. Immediate notification to EIC will allow notification to be made to Notify NYC.

**IF YOU WITNESS A SHOOTING OR HOSTAGE SITUATION:**

- ASSESS the situation (STOP \* LOOK \* LISTEN)
  - How many people are involved?
  - Is there a weapon?
- DO NOT PLACE YOURSELF IN DANGER.
- Remain CALM and observant.
- Discreetly instruct spectators to MOVE AWAY from scene.
- Do NOT attempt to negotiate with the individual.
- Keep a LOW PROFILE; DO NOT stand out.



## Bomb Threat



**Please note: Schools may decide to or be directed to Evacuate or conduct a Soft Lockdown. They must be prepared for both scenarios.**

IF YOU OBSERVE A SUSPICIOUS PACKAGE, DO **NOT** TOUCH IT.

### **ALL BOMB THREATS**

- All communications by LAND LINE or IN PERSON ONLY (No radio or cell phone transmissions).
- CALL 911
- Provide the following information: Your NAME and TELEPHONE NUMBER, ADDRESS of the school/facility,
- DESCRIPTION of the threat, and LOCATION of bomb inside the building (if known).
- Follow instructions provided by 911 operator.
- TURN off all RADIOS, WIRELESS DEVICES, CELL PHONES, BLACKBERRIES, etc. Such devices MAY cause a bomb to detonate.

### **BOMB THREAT BY PHONE**



- CHECK caller ID to see if there is a number and note down.
- KEEP the caller ON THE LINE as long as possible (Do not hang up on the caller).
- LISTEN CAREFULLY, be polite and SHOW INTEREST.
- Try to KEEP the caller talking so that you can gather more information.
- ASK the following questions:
  - WHEN is the bomb going to explode?
  - WHERE is the bomb right now?
  - WHAT does the bomb LOOK like?
  - What KIND of bomb is it?
  - WHERE are you CALLING FROM?
  - WHY did you place the bomb?
- STAY ATTENTIVE to the following:
  - BACKGROUND sounds and other identifying information on caller's location
  - Voice Characteristics & Speech Patterns
- Try to WRITE DOWN or record the conversation. (Use **BOMB THREAT CHECKLIST** on next page.)
- Write down the exact TIME the call was received and the LENGTH of the call.
- Dial \*69 (return call) or \*57 (caller ID).

### **BOMB THREAT BY LETTER, E-MAIL, VOICEMAIL, FAX, GRAFFITI**

- PRESERVE threat evidence; do NOT delete or erase.
- Do NOT handle the item and isolate if possible.
- MAINTAIN crime scene. Do not clean anything around the area.

### **NOTIFY**

- IN PERSON or on a LAND LINE ONLY, notify Principal or BRT Leader and SSA or Supervisor, and EIC (No radio or cell phone transmissions). ALERT them to the situation and the phone call that was made to 911, and PROVIDE a description of the threat.

- If evacuation is necessary follow GRP Protocols for evacuation  and the procedures as shown in the section above, *Emergency Assignments, Egresses, and Relocation Sites*, and assist as necessary.
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. S/he will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- If evacuation is not necessary, initiate the procedures for a Hard Lockdown  and assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
- If building cannot be re-entered, Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

#### **FOLLOW UP**

- VERIFY that the Principal notified the EIC.
- OBTAIN written statements from all witnesses and deliver to Principal only if approval is given by NYPD Incident Commander.
- ENSURE that the Bomb Threat Checklist from SSP is filled out

# Bomb Threat Checklist

(Photocopy this page, and keep copies near all school phones / switchboards. After completing this document, keep a copy on file and fax a copy to the Operations Center of the School Safety Division at (718) 730-8691.)

School: \_\_\_\_\_ Caller's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_

Time of Report: \_\_\_\_\_ Length of Call: \_\_\_\_\_

School Official (reporting): \_\_\_\_\_ Specific wording of message: \_\_\_\_\_

Caller's Phone Number: \_\_\_\_\_

Location of Bomb (be specific): \_\_\_\_\_

How was bomb threat received? \_\_\_\_\_

Did you place the bomb?      YES      NO      Why? \_\_\_\_\_

Description of Caller (Circle all that apply):

| CALLER'S VOICE | SPEECH CHARACTERISTICS | MANNER/DEMEANOR OF CALLER | APPARENT IDENTITY OF CALLER | BACKGROUND NOISE | THREAT LANGUAGE |
|----------------|------------------------|---------------------------|-----------------------------|------------------|-----------------|
| LOUD           | FAST                   | CALM                      | ADULT                       | QUIET            | INCOHERENT      |
| SOFT           | SLOW                   | ANGRY                     | TEEN                        | LOUD             | MESSAGE READ    |
| HIGH           | INTOXICATED            | DELIBERATE                | VERY YOUNG                  | MACHINE          | TAPED           |
| DEEP           | STUTTER                | EMOTIONAL                 | MALE                        | TRAFFIC          | IRRATIONAL      |
| PLEASANT       | ACCENT                 | DISTINCT                  | FEMALE                      | MUSIC            | PROFANE         |
| RASPY          | DEEP BREATHING         | EXCITED                   |                             | ANIMAL NOISES    | WELL-SPOKEN     |
| DISGUISED      | LISP                   | NASAL                     |                             | HOUSE NOISES     |                 |
| CRACKING VOICE | SLURRED                | COUGHING                  |                             | STATIC           |                 |

Other characteristics: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

| NOTIFICATION (in order) | NAME OF PERSON NOTIFIED | TIME NOTIFIED |
|-------------------------|-------------------------|---------------|
| Principal / BRT Leader  |                         |               |

|  |  |  |
|--|--|--|
| Police Department                              |  |  |
| Safety Administrator                           |  |  |
| School Safety Division                         |  |  |
| Superintendent / Field Support Center Director |  |  |
| Other (Who?)                                   |  |  |

Was the building evacuated?      YES NO      If yes, to where?  
 \_\_\_\_\_

Was a search conducted?      YES NO      If yes, time & status/result of search:  
 \_\_\_\_\_

Did the bomb squad respond?      YES NO

Students (circle one) WERE DISMISSED / RETURNED TO THE BUILDING AFTER INSPECTION AT (time)  
 \_\_\_\_\_.

Is the building in stable condition? YES NO





## Building Collapse / Explosion

**Please note: Schools may decide to, or be directed to Evacuate or conduct a Shelter-in. They must be prepared for both scenarios.**

### CONTACT

- 911
- Security
- Principal (notifies the Borough Safety Director)
- Emergency Information Center, (718) 935-3210.
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

### IMMEDIATE ACTIONS

- Check for DANGER to yourself or others.
- BE PREPARED for possible further explosion/collapse.
- Remember to STOP \* LOOK \* LISTEN.
- Assess safety of evacuation routes and EVACUATE  the building when safe to do so, following the GRP Protocol for Evacuation, and as identified in the section above, *Emergency Assignments, Egresses, and Relocation Sites*. If Evacuation routes are unsafe, be PREPARED to initiate the GRP SHELTER-IN  procedures until first responders arrive
- Check for INJURED PERSONS, but DO NOT ENDANGER YOURSELF.
- Identify and maintain contact with injured parties until emergency responders arrive.

### CALL 911

- Let the operator ask you questions and be prepared to provide the following information:  
Your NAME and TELEPHONE NUMBER  
ADDRESS of the school/facility DESCRIPTION of the situation  
NUMBER of injured persons, location and extent of injuries (if known)  
ENTRANCE for first responders to use.
- The Principal or BRT Leader should direct, as appropriate, first responders to a BRT member for incident-specific information.

### NOTIFY

- NOTIFY Principal or BRT Leader and SSA or Supervisor of the LOCATION of the incident, DESCRIPTION of the situation, Number of INJURED PEOPLE.

### RESPOND

- ASSIST the Custodial Engineer as directed.

### FOLLOW UP

- CUSTODIAL ENGINEER to notify DF.
- CONFIRM that the Principal has notified the EIC.
- Prepare for EARLY DISMISSAL or TRANSPORTATION OF STUDENTS, if necessary.



## Chemical Spill or Natural / Propane Gas Leaks

Please note: Schools may decide to, or be directed to Evacuate or Shelter-In. They must be prepared for both scenarios.

### CONTACT

- 911
- SSA or Supervisor
- Principal (notifies the Borough Safety Director)
- Emergency Information Center, (718) 935-3210.
- BRT Leader (activates the Building Response Team)
- Custodial Engineer


### IMMEDIATE ACTIONS

- Check for DANGER to yourself or others.
- ALERT Custodial Engineer and INFORM him/her of the location of leak/spill and the substance (if known).
- Do NOT approach or attempt to contain the leak/spill.
- EVACUATE and CORDON OFF the immediate area.
- For internal relocation of classes affected by the spill/leak, keep track of student and staff relocation.
- If persons have inhaled gas, get them to FRESH AIR.
- If there are injured persons, CALL 911 with the following information: Your NAME and TELEPHONE NUMBER
- ADDRESS of the school/facility
- NUMBER of patients and their CONDITION ENTRANCE for first responders to use NAME of the person(s) involved, if possible

### NOTIFY

- NOTIFY Principal or BRT Leader, SSA or Supervisor of the situation.
- REMIND Principal to notify the Emergency Information Center.
- CUSTODIAL ENGINEER to notify Director / Deputy Director of Facilities.

### RESPOND

- If requested, ASSIST Custodial Engineer to determine the source of the leak/spill.
- Prepare for building-wide evacuation . If evacuation is necessary (as determined by principals in consultation with external incident commander), follow GRP for Evacuation, and procedures as defined in the section above, Emergency Assignments, Egresses, and Relocation Sites.
- FOLLOW UP
- After the situation has been resolved, the external incident commander or liaison will advise the Principal and/or BRT Leader when the situation is ALL-CLEAR.



## Fire/Evacuation Emergency

### CONTACT

- 911
- Principal (notifies the Borough Safety Director)
- Emergency Information Center, (718) 935-3210
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

### PULL FIRE ALARM


#### ASSESS

- Stay AWARE and ALERT.

#### NOTIFY

- NOTIFY Principal or BRT Leader, and Custodial Engineer of the LOCATION and EXTENT of the emergency situation.

#### ACTIONS TO TAKE

- ASSESS safety of egress routes.
- If primary egress contains smoke, do not use.
- Feel door with back of hand and if hot, do NOT open.
- Follow GRP for Evacuation  and the procedures as defined in the section above, *Emergency Assignments, Egresses, and Relocation Sites*. An alarm must be sounded, and all students and staff must be evacuated when an emergency arises or is suspected. The decision must be made immediately; investigation of the emergency should be made after everyone has safely left the building.
- Close fire doors and other doors to contain fire.
- Direct people to evacuate away from fire and smoke.
- The Principal or BRT Leader should assign a BRT member to join a custodial staff member to direct first responders to the scene.
- The Custodial Engineer should:
  - In oil-fired plants, shut down all oil burner equipment using switches on oil burner control board or remote control switch. Close suction line valves closest to oil tanks. Leave dampers open. Shut down air compressors and bleed lines to thermostats, maintain water level in boilers.
  - Pull switches for power to school instructional equipment, blowers, ventilators, etc. Switches for the lights should be left on. Boiler room switches should be left on.
- Prepare for EARLY DISMISSAL or TRANSPORTATION OF STUDENTS, if necessary. The decision to evacuate will be made only by Principal/BRT Leader in consultation with NYPD SSD. No one is to re-enter the building without authorization from appropriate agency.
- If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in the section above, *Emergency Assignments, Egresses, and Relocation Sites*. In addition, the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

#### FOLLOW-UP

- Custodial Engineer to update Director/Deputy Director of Facilities.
- CONFIRM that the Principal has updated the Emergency Information Center.
- When fire is extinguished, recharge all used fire extinguishers immediately.



## **Fire Safety & Fire/Evacuation Drills**

All school staff should receive an annual orientation session concerning fire safety at the beginning of each year. By the end of this session, participants should:

- Know appropriate methods of transmitting an alarm, including telephones, fire alarm boxes in the school building, and street fire alarm boxes. (Pull-lever stations for the interior alarms are at various locations in the school building, generally near stairs or exits; these interior alarms do not transmit a signal to the Fire Department.);
- Know the location and proper use of fire alarm signal boxes, fire extinguishers, and other fire-fighting apparatus;
- Understand regulations regarding flammable materials, stage settings, decorations, electrical equipment, chemical substances in laboratories, and other potential fire hazards; and,
- Know fire exit drills and evacuation plans.

The Custodial Engineer should conduct an inspection of all school/campus buildings daily, with particular attention to potential fire hazards, proper equipment, access to fire doors, and visibility of signs.

Building occupants must be able to open all exit doors from the inside at all times. Chaining or padlocking fire doors is a punishable violation of the Administrative and Fire Safety Codes.

Signs prohibiting use of elevators during fire drills and emergencies, including information regarding appropriate stairway exits, must be posted near elevators.

### **Fire/Evacuation Drills**

Frequent unannounced drills, implemented with proper leadership and discipline, help ensure safe evacuation in an actual emergency. Drills should be planned in advance, and fire safety/evacuation information should be posted conspicuously throughout the building.

1. Purpose
  - The purpose of fire/evacuation drills is to instruct and train students and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the fire signal (three gongs, four times), pupils (under the leadership of teachers and other school staff) must go to the street without delay.
2. Frequency and Monitoring
  - AS REQUIRED BY STATE LAW, THE PRINCIPAL SHALL HOLD EMERGENCY DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, EIGHT OF WHICH SHALL BE HELD PRIOR TO DECEMBER 31. OF THE REQUIRED TWELVE EMERGENCY DRILLS THAT MUST BE CONDUCTED, FOUR DRILLS MUST BE LOCKDOWN DRILLS AND THE REMAIING
  - EIGHT MUST BE EVACUATION DRILLS. Neglect by a Principal, or other person in charge, to comply with the above requirements is a misdemeanor punishable by a fine and/or imprisonment.
  - In buildings with fire escapes, at least four of the drills shall include the use of such escapes.
  - In buildings in which summer school is conducted, at least two additional fire/evacuation drills shall be conducted, one of which shall be held the first week of summer school.
  - A record and evaluation of each fire/evacuation drill shall be maintained. All drill reports completed by Principals are to be entered in the DOE online Fire/Evacuation Drill data entry page within 48 hours of the commencement of the drill.
3. Guidelines

- All students and staff in the school must obey fire drill signals and regulations.
- Equal emphasis should be placed on evacuating the school in a quick and orderly fashion. No running or horseplay shall be tolerated.
- Fire/Evacuation drills shall be conducted under varying circumstances at varying hours and at unannounced times to simulate actual emergency conditions. (For example, one exit should be blocked by closing off the exit area during the fire drill.)
- Ringing the fire bell is the usual signal for a drill. However, staff and students should be aware of alternate procedures in case of malfunctioning of the bell system. Alternate signals, such as classroom bells, public address announcements, hand bells or messengers, may be used.
- Instructions involving fire/evacuation drills and evacuation paths to be used shall be posted in every classroom, auditorium, and cafeteria. (Note: Fire/Evacuation Drill Posters may be ordered in packages of twenty-five from the Division of Contracts and Purchasing online catalog four times per year -- choose item #11252590007 on the FAMIS portal.
- Details of the school's fire drill/evacuation plan should include the current number of students in holding rooms. Holding rooms are designated areas where physically handicapped students and staff wait for the Fire Department. The Fire Department will provide means of egress, when necessary. The fire drill is not complete until all students are out of the building or in holding rooms. Holding rooms must be left unlocked during occupancy.
- Teachers shall bring attendance information with them to ensure the safe evacuation of all students.



## Shelter-In


**Shelter-In – “Attention. This is a shelter-in. Secure the exit doors.”** (Repeated twice over the PA system). Under some circumstances, when the hazard to the school is outside of the school, emergency responders may direct that your students and staff remain within the school building. This process, called “sheltering-in,” may allow operations to function within the building as they normally do, or may require that you identify a location in your school where students and staff can congregate that is a) in a hallway and away from windows and glass; b) in an area that is isolated; c) in an area where ventilation can be turned off, if needed; and/or d) away from the main entrance of your school.

The determination that staff and students should remain inside during a disaster will be made by local law enforcement / public safety officials. Once that decision has been made, school staff may be given particular direction regarding appropriate shelter-in locations (e.g. basement areas; gymnasium; particular hallways), as well as critical actions to ensure ongoing safety from the danger outside of the school building.

### CONTACT

- 911
- Principal (notifies the Borough Safety Director)
- Emergency Information Center, (718) 935-3210
- BRT Leader (activates the Building Response Team)
- Custodial Engineer

**These steps can be applied to emergency weather shelter ins(e.g., tornado, severe storms, hazardous materials release) and/or first responder activity outside of the school building (e.g., a police search for individuals, FDNY activity in a home on the block of the school).**

- The Principal will follow the GRP protocol for Shelter-In. 
- Shelter Locations should be predetermined but will vary depending on the nature of the incident.
- CONSULT with the Principal, BRT Leader, Custodial Engineer and other BRT members to coordinate efforts and approach.
- The BRT Leader should confirm that the Principal has notified the EIC and that the Custodial Engineer has notified the Director / Deputy Director of Facilities.

### SHELTER-IN

- BRT response actions will depend on the nature of the incident.
- DO NOT PLACE YOURSELF IN DANGER.
- ASSIST Principal and Custodial Engineer as necessary.
- Remain alert as a Shelter-In may transition into an Evacuation or a Lockdown
- If there are injured people, refer to the Medical Emergency Procedures.
- REMAIN CALM and care for medically fragile students around you.
- Follow Principal/BRT Leader’s directions and be prepared to carry out the following actions:
  - INSTRUCT all individuals to REMAIN INDOORS. DIRECT them to the shelter location (including visitors who remain in building)
  - Instruct teachers to CLOSE all windows and doors (if applicable for environmental hazards).
  - Do NOT allow any individuals to enter into the building (except for NYPD or other first responders). Upon arrival of NYPD, follow instructions of NYPD Incident Commander.

- CONFIRM that teachers have taken attendance.
- STAY ALERT and AWAIT further instructions from the Principal, Custodial Engineer, or first responders. Unless otherwise stated, the school community functions as normal with the exception of entry and egress until the All Clear announcement is made, "**The Shelter- In has been lifted**" followed by specific directions

**FOLLOW UP**

- Once the building has been properly secured, verify that Custodial Engineer has updated the Director/Deputy Director of Facilities and that principal has updated the Emergency Information Center.



## Lockdown Drills

Section 2801 of New York State Education Law requires schools to develop Safety Plans regarding Emergency Response. In accordance with this, schools need to conduct drills and other exercises to test components of the Emergency Response Plan. All Public schools are required to conduct 4 Lockdown drills per year. One drill must be conducted in the Fall Term (by October 31) and one drill conducted during the Spring Term (between February 1 and March 14). The remaining two drills may be conducted at anytime during the school day as determined by the administrative team. Drills must be recorded in the DOE online Lockdown Drills data entry page within 48 hours of commencement of the Drill.

## Lockdown

Lockdown is to be used when there is a threat or hazard inside of the building.

Lockdown (Soft/Hard) – **Soft lockdown** implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post for further direction. **Hard lockdown** implies that imminent danger is known, and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders

**“Attention: We are now in a hard lockdown. Take proper action”** (Repeated twice over the PA system)

In response to this announcement:

### **Students are trained to:**

1. Move out of sight and maintain silence

### **Teachers are trained to:**

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off
2. Move away from sight and maintain silence
3. Wait for First Responders to open door or the “All Clear” message  
“The Lockdown has been lifted” followed by specific directions
4. Take attendance and account for missing students by contacting main office
  1. any students in the hallway should immediately be taken to nearest classroom by school personnel;
  2. the Principal or designated BRT member should call 911 and provide: name and telephone number, address of the building, description of the situation and any weapons involved, entrance for first responders to use; and,
  3. the Principal or designated BRT member should contact the DOE Emergency Information Center at (718) 935-3210.

# Command Post Checklist for Soft Lockdowns

## How to properly plan and conduct a Soft Lockdown Drill



This checklist is designed to be used during a soft lockdown drill.  
Follow these steps sequentially to ensure that all soft lockdown elements are completed.

### **BEFORE A DRILL**

- All members of the school community were notified of the drill, including: school safety agents, food service staff, school nurse, substitute teachers, and custodial employees as they will all participate in the drill.
- The custodian, nurse and 1 school safety agent were reminded that they are command post staff (in addition to the Principal(s), BRT Leader, and the Recorder). They should remain in the command post for the duration of the drill in case an issue which requires their immediate response is reported.
- All BRT Members, floor wardens, searchers, and school safety agents were notified just prior to the drill and were deployed to a staging area (i.e., stairwell) near their assignment to wait for the commencement of the drill.

### **DURING A SOFT LOCKDOWN DRILL** *(Record all times)*

- The following announcement is made clearly and calmly 2 times:  

**"This is a drill. Attention, this is a soft lockdown. Take proper action."**

Time: \_\_\_\_\_

*The following actions should occur simultaneously after calling 911 (ONLY DURING AN ACTUAL EMERGENCY; Do not call 911/ emergency responders during a drill.):*

- The Building Response Team was activated. *Time:* \_\_\_\_\_
- The following were notified:

|  | Phone Number     | Time  |
|--|------------------|-------|
| * <input type="checkbox"/> 911                         | 911              | _____ |
| * <input type="checkbox"/> EIC                         | 718 - 935 - 3210 | _____ |
| * <input type="checkbox"/> Borough Safety Director     | _____            | _____ |
| * <b>DO NOT CALL FOR A DRILL.</b>                      |                  |       |
| <input type="checkbox"/> Superintendent                | _____            | _____ |
| <input type="checkbox"/> Field Support Center Director | _____            | _____ |

- The following announcement must be made via two-way Radio and/or PA system:  
**"All principals and command post staff are to report to the command post in Room \_\_\_\_\_."**

- Floor teams contacted the command post via phone or radio to report the condition of their designated floors. This includes whether the floors are all clear, if individuals are locked out of rooms, and why these individuals were not inside of classrooms.

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- Once all reports from floor teams indicate "all clear" conditions, the following announcement is made clearly and calmly 2 times to end the drill: **"The lockdown has been lifted."** Time: \_\_\_\_\_

**AFTER A DRILL**

- Floor teams remain on post ensuring that the building has returned to normal operations.
- A debrief session is held with all team members to identify areas of strength and areas in need of improvement

*\*\*This checklist should be duplicated and stored in the Principal's Office, the BRT Kit, and in the primary and alternate internal Command Posts for use in a drill, as well as during an emergency.\*\**

## **THE FOLLOWING STEPS MUST BE TAKEN IF IT IS DETERMINED THAT THE MISSING STUDENT PROTOCOL SHOULD BE ACTIVATED**

### **If it is confirmed that the student has exited the building:**

Immediately call 911 (including transit police), and notify the Principal/Designee, Emergency Information Center (EIC), and the Borough Safety Director (BSD). Provide a clear description of the student, to include the information below:

- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken

In addition, it should also be noted where the child was last observed.

Notify the School Safety Agent (SSA) in the building so that the Borough Command and School Safety Division can activate their protocols.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

Notify the parent.

Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student

Activate the Building Response Team (BRT) and open the Command Post and gather all relevant information necessary to work with first responders and law enforcement (description of the student, blue card information, photograph (if available)). If applicable, review the student's Individual Education Plan (IEP) to determine what additional supports are required.

When the parent arrives at the school, escort the parent to the Command Post so that the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support to the family. A representative of the school crisis team should also report to the Command Post to provide support to the family.



## **If it cannot be confirmed that the student has exited the building:**

Notify the Principal/Designee and the School Safety Agent.

Provide a clear description of the student, including where the child was last observed. Include the information below in the description:

- Height and approximate weight
- Ethnicity
- Complexion and hair color
- Attire and any distinguishing features
- Verbal or non-verbal
- Languages spoken

Activate the BRT, and open the Command Post. Provide all BRT members, School Safety Agents, Shelter- In staff, and floor searchers, a description of the student, and if available, a photograph of the student. If applicable, review the student's IEP to determine what additional supports are required.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

Immediately monitor the video surveillance system (if applicable) including perimeter cameras.

If the student is observed on the camera system, immediately deploy search staff to the location where the student was observed. This includes areas outside of the school building.

Inside the building, all rooms and offices, including restrooms and access to the basement must be searched.

After an initial sweep of the building, if the student has not been located, immediately call 911 (including transit police), EIC, and the Borough Safety Director.

If available, provide law enforcement with a photograph of the missing student.

Notify the parent of the student and continue searching the building. Review the Blue Card to identify any relatives listed who may live near the school. This information may be relevant in locating the missing student.

When the parent arrives at the school, escort the parent to the Command Post so the parent may discuss the incident with school officials and law enforcement. Where applicable, have the parent coordinator accompany the parent in order to provide additional support to the family. A representative of the school crisis team should also report to the Command Post to provide support to the family.

## **Follow-up steps for all students:**

Schools are required to use appropriate guidance and other interventions to respond to all students who leave class or a school building without authorization, regardless of whether the protocol is activated.

Schools must enter **ALL** incidents into the [Online Occurrence Reporting System \(OORS\)](#) and provide updates as needed.

In **ALL** incidents where a student leaves the building without authorization, schools must review existing building protocols with the student and other students where appropriate to prevent recurrence of similar behavior.

## **DOOR ALARM RESPONSE PLAN**

All schools must create a building specific response plan that can be utilized together with the door alarm response protocol to respond when a door alarm has been activated. The guidance below is designed to support school leaders and staff members in developing their building specific response plans and when responding to an activated door alarm. A template for the Door Alarm Response Plan can be found in the School Safety Plan.

Every adult in the building has some responsibility when a door alarm is heard. All staff must receive training that outlines how the alarms operate, the required maintenance, what to do when any adult in the building hears a door alarm, and when to use other emergency response actions including the General Response Protocols and the Missing Student Protocols.

- Door Alarm training and the development of a Door Alarm Response Plan for each school building must be completed before students report for their first day of the school term.
- Training must also be conducted during summer school so that all staff are aware of building specific procedures on summer co-locations.
- Responses by staff are different if you are with or without students when a door alarm is activated.
- Staff assigned the responsibility of responding to activated door alarms (including School Safety Agents) must have a key that is distributed by the principal.
- An effective response plan is based on regular collaboration and communication between all staff, including SSAs.
- SSAs will respond to incidents and work closely with school staff to address issues. Regarding door alarms, School Safety Agents will visually inspect the doors and the alarms while on routine patrol. When an alarm is activated, they will respond to the location and immediately investigate the cause so that proper action can be taken. School Safety Agents are issued keys to the alarms so that if they are the first one to respond to an alarm, they can turn it off while investigating as the alarm sound can be disruptive.
- The SSA is not part of the regular door alarm test and should not be part of the building specific door alarm deactivation procedures for alarms that will be temporarily deactivated throughout the school day.

## **DOOR ALARM RESPONSE PROTOCOL**

### **THE FOLLOWING STEPS MUST BE TAKEN WHEN A DOOR ALARM IS ACTIVATED**

- All adults who are NOT supervising students must do the following when they hear an activated door alarm:
  - o Immediately report to the door where the alarm has been activated to observe conditions and to determine the possible cause of the alarm (i.e. staff or students observed in stairwell, student running from scene in the hallway, door propped open).
  - o Immediately call the appropriate office and/or main desk to report the specific location of the door alarm that was activated and share any observations.
  - o If the person who hears the door alarm is someone in possession of a two-way radio (e.g. administrator, dean, security school aide) or if a School Safety Agent (SSA) is present, immediately use the radio to report the specific location of the door alarm that was activated to other staff with radios so that everyone can respond with accurate information.
  
- For all adults who ARE supervising students when they hear an activated door alarm:
  - o Immediately call the appropriate office and/or main desk and report the specific location of the door alarm that was activated.
  - o Immediately look outside the classroom window and/or look outside the classroom door in an effort to observe anything that may provide additional information such as a staff member/ student(s) walking away from the door.
  - o Report observations to the staff members and/or SSAs who respond to the door alarm.

If the door alarm was activated and the cause for the alarm is believed to be the result of an intruder or a missing student, the General Response Protocols and/or Missing Student Protocols must be activated, as appropriate, based on the specific information in each incident.

### **PROTOCOL FOR WHEN AN ELEMENTARY STUDENT IS OBSERVED LEAVING A SCHOOL BUILDING OR SCHOOL GROUNDS WITHOUT AUTHORIZATION:**

When an elementary school student leaves a school building or school grounds without authorization, it is an inherently dangerous situation and immediate steps must be taken to ensure the student's safe return to school. The following procedures must be followed when a staff member observes an elementary school student leave the school building or school grounds without authorization.

#### **For Staff Members Supervising Students:**

1. A staff member who sees an elementary student leaving the school building or school grounds without authorization and who is supervising students, must immediately inform any staff member that is nearby to follow the student unless there is a School Safety Agent (SSA) in the staff member's immediate vicinity who can be informed of the student's unauthorized departure. In such cases, the SSA will pursue the student. The staff member must immediately notify 911 and the principal/designee who will activate the Missing Student Protocol, when it is confirmed that the student exited the building and cannot be returned by the SSA.
2. If there is not an SSA or another adult in the staff member's immediate vicinity, the staff member must immediately notify 911 by radio or cell phone, if available and provide the following information below, where possible:
  - Location and direction where the student was last observed
  - Height and approximate weight
  - Ethnicity
  - Complexion and hair color
  - Attire and distinguishing features
  - Whether the student is verbal
  - Languages spoken

In addition, the staff member must immediately notify the principal/designee and the Missing Student Protocol will be activated

## Door Alarm Response Plan

This guide is designed to support school leaders and staff members when responding to an activated door alarm.

List the exits in your building that have door alarms (i.e. - Cafeteria Door 1,2, Exit 1, Exit 2, etc.)

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| How many alarms are installed at each exit? |        |      |        |      |        |
|---|--------|------|--------|------|--------|
| Exit  | Alarms | Exit | Alarms | Exit | Alarms |
|   |        |      |        |      |        |
|   |        |      |        |      |        |
|   |        |      |        |      |        |
|   |        |      |        |      |        |
|   |        |      |        |      |        |
|   |        |      |        |      |        |
|   |        |      |        |      |        |
|   |        |      |        |      |        |

| List all of the staff members (including Custodial staff, School Safety Agents, Food Services staff and School Health personnel) who have access to a key that is used to activate/de-activate Door Alarms. |           |           |           |           |           |
|---|-----------|-----------|-----------|-----------|-----------|
| Full Name   | Job Title | Full Name | Job Title | Full Name | Job Title |
|   |           |           |           |           |           |
|   |           |           |           |           |           |
|   |           |           |           |           |           |
|   |           |           |           |           |           |
|   |           |           |           |           |           |
|   |           |           |           |           |           |
|   |           |           |           |           |           |
|   |           |           |           |           |           |

When a Door Alarm is activated, it must be immediately reported to \_\_\_\_\_

Phone : \_\_\_\_\_ ext. \_\_\_\_\_

Alternate contact number : \_\_\_\_\_ ext. \_\_\_\_\_



**Missing Student Checklist**

School: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time Student Went Missing: \_\_\_\_\_

Student ID (OSIS) #: \_\_\_\_\_

Student DOB: \_\_\_\_\_

Student Ethnicity: \_\_\_\_\_

Special Needs Classification (if applicable): \_\_\_\_\_

Does the student use OPT Bus or Public Transportation: \_\_\_\_\_

Description of Student (include clothing and any distinguishing characteristics):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| NOTIFICATION (in order)                        | NAME OF PERSON NOTIFIED | TIME NOTIFIED |
|--|-------------------------|---------------|
| Principal / BRT Leader                         |                         |               |
| Safety Administrator                           |                         |               |
| School Safety Division                         |                         |               |
| Superintendent / Field Support Center Director |                         |               |
| Other (Who?)                                   |                         |               |

|                                     |     |    |  |
|-------------------------------------|-----|----|--|
| Student known as a wanderer/runner? | YES | NO |  |
| Is the student verbal?              | YES | NO | If yes, what language? _____             |
| Was 911 called?                     | YES | NO | If yes, which precinct responded?: _____ |
| Parent notified?                    | YES | NO | If yes, who responded?: _____            |
| School Safety notified?             | YES | NO | If yes, which agent?: _____              |
| Video Surveillance on site?         | YES | NO |  |
| EIC notified?                       | YES | NO | If yes, time of report?: _____           |
| Medical issues?                     | YES | NO | If yes, please specify: _____            |

\_\_\_\_\_  
\_\_\_\_\_



## Reunification Planning Guide

There may be times when an emergency will require an evacuation and relocation to another building. When this occurs, dismissal procedures must be conducted in a safe and organized fashion by using procedures to account for all students who have been reunified with their families. Advanced planning, through the use of the Reunification Planning Guide, will result in a successful reunification. Various factors must be considered during a relocation which include the number of people being reunited, the available space at the relocation/reunification site, and the appropriate security personnel that may be required. During these emergencies, school officials must work with DOE staff and School Safety Agents who respond to the relocation site to assist.

### **Reunification at all relocation sites will require:**

- A minimum of four **pre-designated** rooms/ common spaces, or sections of the school yard (external only);
- A command post (established by the **host** building prior to the arrival of staff and students from the **relocation** building);
- Access to the medical office or an established medical station to facilitate basic first-aid if needed.
- Families must be informed in advance that identification will be required during the reunification process.

|  |  |
|--|--|
| <p><b>1- The Family Staging Area:</b> Required staff (based on the size of the room and the number of parents): 1 Family Staging Area Coordinator (reporting to the Assembly Point Coordinator), 2-4 staff (to collect information), 1-2 School Safety Agents.</p>   | <p><b>2- The Student Staging Area:</b> Required staff: 1 Student Staging Area Coordinator (reporting to the Assembly Point Coordinator), all classroom teachers, 3-5 School Safety Agents, adding additional agents as necessary based on the number of students in the staging area.</p>  |
| <ul style="list-style-type: none"> <li>• This area must be separated from the student staging area.</li> <li>• This area must be supervised by staff and School Safety Agents.</li> <li>• Families must complete <b>Part 1</b> of the Student Release Form, prior to being escorted to the Reunion Area.<br/><b>Parents must be escorted to the Reunion Area in small manageable groups (i.e. 1 staff member: 5 family members)</b></li> </ul> | <ul style="list-style-type: none"> <li>• Teachers are required to have their classroom evacuation folder including class rosters, daily attendance, and GRP assembly cards.</li> <li>• Students will remain with their class until they are reunited with a family member. Students must be escorted to the Reunion Area, restrooms, and medical areas by school staff.</li> <li>• Classroom teachers must remain with their assigned students until a runner arrives to call for specific students.<br/><b>All students who were absent from school must be reported to the Assembly Point Coordinator upon reaching the Student Staging Area.</b></li> </ul> |
| <p><b>3- The Reunion Area:</b> Required staff: 1 Reunion Area Coordinator (reporting to the Assembly Point Coordinator), 3-5 staff (to collect information), 4-5 runners, 3-5 School Safety Agents.</p>  | <p><b>4- The Counseling &amp; Medical Areas:</b> Required staff:<br/><b>Counseling Area:</b> Members of the school crisis team (number of staff to be determined based on need).<br/><b>Medical Area:</b> School nurse and health aide</p>   |
| <ul style="list-style-type: none"> <li>• A family member completes/submits the Student Release Form with <b>Part 1</b> completed.</li> </ul>   | <ul style="list-style-type: none"> <li>• The Counseling Area must be identified upon arrival and used as needed.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Identification is verified by staff to ensure that the individual is listed on school records. The staff member will complete <b>Part 2</b> of the Student Release Form.</li> </ul>   | <ul style="list-style-type: none"> <li>• Clinical staff (counselors, psychologists, etc.) will work with families and students who may need additional support before leaving the relocation site.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• The runner (school staff) is given the Student Release Form. When the student is retrieved, <b>Part 3</b> of the Student Release Form is completed by the runner.</li> </ul>  | <ul style="list-style-type: none"> <li>• If necessary, the Counseling Area is where the family will receive information about their child if the child cannot be released to them.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• The student is escorted to be safely reunited with their family, and <b>Part 4</b> of Student Release Form completed by staff.</li> </ul>   | <ul style="list-style-type: none"> <li>• If the Counseling Area is used, components of the school Crisis Plan must be used as appropriate.</li> </ul>  |
| <p><b>Family members must sign for students in Part 4 of Student Release Form to take custody of their child.</b></p>  | <ul style="list-style-type: none"> <li>• The medical area must be located near the host-school medical office.</li> </ul>  |



## Reunification Planning Guide

| Area                       | Suggested Space<br>Internal And External  | Brief Description of Area   | Internal Area<br>Assigned | External Area<br>when<br>conducting at<br>the home<br>school |
|----------------------------|---|---|---------------------------|--|
| Command Post               | Internal location: listed in the School Safety Plan at the relocation site.<br>External location: listed in the School Safety Plan.   | Location where critical information is shared among the Principals, Building Response Team Leaders (of all schools/buildings involved), and all DOE and First Responders who are at the scene. Refer to Command Post Card located on the Principals Portal to properly establish the Command Post.  |                           |  |
| Student Staging Area       | Internal: Auditorium, Cafeteria<br>External: corner of a schoolyard away from the reunion and parent staging area.  | Area where students will be brought to await reunification. Students must remain with their assigned class and teacher so that accurate attendance can be taken. Students must remain engaged in appropriate activities during the staging process.   |                           |  |
| Family Staging Area        | Internal: Classroom<br>External: Opposite corner of the school yard.  | Area where families are directed to report to upon arrival at the relocation site. Staff must provide instructions regarding the reunification process and distribute the Student Release Form.   |                           |  |
| Reunion Area               | Internal: Room or office close to exit doors being used for egress after reunification.<br>External: Well secured separate section of the school yard.  | The area where families will take custody of their child.   |                           |  |
| Counseling & Medical Areas | Internal: Classroom, Office that is not located near the family or student staging area or the reunion area.<br>External: A well secured, separate corner that is not near the staging or reunion area. | Private area where families will be taken if they need additional time to speak/meet with counseling staff, or if reunification with their child may be delayed for any specific reason. This room is staffed with members of the crisis/clinical team.<br>The medical area is a private area where medical assistance is provided including the administering of medicine to students requiring regular treatment for existing conditions. |                           |  |



# STUDENT RELEASE FORM

Use One Form For Each Child

|   |   |
|---|---|
| <p><b>PART 1</b><br/>Completed by <i>family</i><br/>at The Family Staging Area</p>    | <p>Student's Last Name _____ First Name _____</p> <p>Class _____ Grade _____ Teacher (if known) _____</p> <p>Name of Person Picking up Student _____</p> <p>Relationship to student _____</p>   |
| <p><b>PART 2</b><br/>Completed by <i>staff</i> at The Reunion Area</p>                | <p>Is the person picking-up the student listed on Emergency Blue Card? (circle one) Yes      No</p> <p>If no, list the name of the administrator who has authorized release _____</p> <p>Name of staff who verified the identification of the person picking-up the child _____</p> <p>School Staff Member's Signature _____</p>  |
| <p><b>PART 3</b><br/>Completed by the <i>runner</i> at The Student Staging Area</p>   | <p>Student Status (check appropriate status)</p> <p>_____ Sent with Runner      _____ Absent from School      _____ In Medical Room</p> <p>Other Notes:</p> <p>_____</p> <p>_____</p> <p>Runner's Signature _____</p>   |
| <p><b>PART 4</b><br/>Completed by <i>staff and the family</i> in The Reunion Area</p> | <p style="text-align: center;"><b><u>THE PERSON LISTED IN PART 1 MUST BE THE SAME PERSON WHO IS LEAVING WITH THE CHILD.</u></b></p> <p><b>Identification Verified</b> Time _____ Print Staff Name _____</p> <p>Signature of staff member who reunited the child with the family _____</p> <p>*****</p> <p><b>I have been reunited with my child</b></p> <p>Parent/ Guardian Signature _____</p> |



## ***Closing Procedures***

Once the building has been properly secured, and the All Clear has been issued, the BRT, Security Guard, and first responders should conduct a total building sweep to ensure that conditions are safe and secure. The Principal or designee should provide updates to the Emergency Information Center / Communications Control Center. Afterwards, the Principal or designee should obtain written statements from all witnesses ONLY if approval has been given by the NYPD Incident Commander.