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Introduction

Brooklyn Laboratory Charter Schools (LAB) is a community of open enrollment, college-prep, public charter schools dedicated to serving the highest need students regardless of their academic level, English language proficiency, or disability status. LAB is committed to promoting a positive school climate and culture that provides scholars with a supportive school environment in which they can grow socially and academically. To that end LAB will provide a safe and healthy learning environment that is focused on academic achievement.

The Brooklyn Laboratory Charter Schools Safety Plan was developed by the founding members of the school for our first year of operation (starting in August 2014) in consultation with local police and fire officials, as well as other relevant stakeholders. Brooklyn Laboratory Charter Schools has grown into an education corporation that holds two charters (Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School). LAB operates school activities out of three facilities, 240 Jay Street, 25 Chapel Street, and 77 Sands Street. This Safety Plan addresses district and school building level safety prevention and intervention strategies, and focuses on 77 Sands. This document will be reviewed by relevant constituents in accordance with local and state law, and in accordance with the policies set forth by the LAB Board of Trustees.

Safety Plan Goals

- To create a guiding document that informs school stakeholders of relevant procedures intended to keep scholars safe;
- To outline our procedures for responding to medical emergencies and acts of violence or criminal behavior that could affect the health and safety of scholars, including emergency parent notification procedures;
- To be aligned with the Schools Against Violence in Education (SAVE) Act, which contains information concerning the best school violence prevention and intervention strategies in the nation, pursuant to Commissioner’s Regulation 155.17 and under the direction of the Brooklyn Laboratory Charter Schools Board of Trustees.

School Data

Brooklyn Laboratory Charter School operates two schools; a middle and a high school. The total number of students enrolled in LAB Middle School is: 393. The total number of students enrolled in LAB High School is: 401. The total number of staff for 2019-2020, including Fellows is presently at 133.
**Basic School Information**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Address</strong></td>
<td>77 Sands Street, Brooklyn NY 11201</td>
</tr>
<tr>
<td><strong>School Phone</strong></td>
<td>347-429-8439</td>
</tr>
<tr>
<td><strong>Executive Director:</strong></td>
<td>Eric Tucker / 929-224-2577</td>
</tr>
<tr>
<td><strong>Director of School Operations</strong></td>
<td>Ashley Ball / 347-525-3824</td>
</tr>
<tr>
<td><strong>Operations Associate</strong></td>
<td>Faraj Hadad / 347-988-9203</td>
</tr>
<tr>
<td><strong>School Security</strong></td>
<td>Charles Pierre Richard / 646-730-5923</td>
</tr>
<tr>
<td><strong>Student Transportation</strong></td>
<td>MTA, Walking, Limited IEP scholars on bus</td>
</tr>
<tr>
<td><strong>Community School District</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>Police Precinct</strong></td>
<td>84th / (718) 875-6811</td>
</tr>
<tr>
<td><strong>School Evacuation Site</strong></td>
<td>Bridge Park, at the corner of Jay Street and Prospect Street</td>
</tr>
</tbody>
</table>

**Hours of Operation**

- **7:30 AM to 7:00 PM**

- **How many floors of the building does this school use?** 5

**Staff**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>49</td>
</tr>
<tr>
<td>Middle School</td>
<td>43</td>
</tr>
<tr>
<td>Shared Services / Operations / Food</td>
<td>25</td>
</tr>
<tr>
<td>InnovateEDU</td>
<td>18</td>
</tr>
<tr>
<td>Other:</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>136</td>
</tr>
</tbody>
</table>

**# of Students Per Grade Served**

- # of Grade 6
- # of Grade 7
- # of Grade 8
- # of Grade 9
- # of Grade 10
- # of Grade 11
- # of Grade 12

**Total for Grades Served**

**School Personnel and Liaisons**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive Director</strong></td>
<td>Eric Tucker</td>
</tr>
<tr>
<td><strong>Director of School Operations</strong></td>
<td>Ashley Ball</td>
</tr>
</tbody>
</table>
## School Building Information

<table>
<thead>
<tr>
<th>Space Information</th>
<th>Floors used for instructional/administrative space</th>
<th>Floors 2, 3, 4, 5 &amp; 12 (Partial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is the electrical control panel in the building?</td>
<td>Main Switch in basement; every floor has a subpanel with a breaker box.</td>
<td></td>
</tr>
<tr>
<td>Where is the gas/oil shutoff in the building?</td>
<td>In basement</td>
<td></td>
</tr>
<tr>
<td>Where is the water shutoff in the building?</td>
<td>In basement</td>
<td></td>
</tr>
<tr>
<td>Where is the fire box in the building?</td>
<td>Fire pump in basement; fire panel is behind lobby desk in lobby</td>
<td></td>
</tr>
<tr>
<td>Where is the remote control panel for electromagnetic locks in the building?</td>
<td>Wired into the building, tied to the fire alarm system</td>
<td></td>
</tr>
<tr>
<td>Does this building have a basement?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Is this building fully sprinkled in both classrooms and corridors?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Does this building have a sub-basement?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Where are the chemicals/controlled substances used in the science lab stored?</td>
<td>Locked cabinets</td>
<td></td>
</tr>
<tr>
<td>Does this building have central air conditioning?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Does this building have a ventilation system?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>If yes, what type of ventilation system is it?</td>
<td>General ventilation system</td>
<td></td>
</tr>
<tr>
<td>If yes, where are the shut-off controls located?</td>
<td>Basement</td>
<td></td>
</tr>
<tr>
<td>What is the storage location for hazardous materials often used by school custodians (e.g. bleaches; combustible cleaning materials)?*</td>
<td>Locked in custodial closet</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office</th>
<th>Room No. or Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office</td>
<td>527</td>
</tr>
<tr>
<td>Teacher Workroom</td>
<td>229, 319</td>
</tr>
<tr>
<td>Student Support Office (Social Workers' Office)</td>
<td>228</td>
</tr>
<tr>
<td>Cafeteria (Multi-Purpose Room)</td>
<td>517</td>
</tr>
</tbody>
</table>

12/3/2019
Risk Reduction & Prevention

The foundation of our school’s approach to safety and discipline lies in cultivating a set of values that are shared by everyone, building a strong sense of community in the school, and providing incentives to encourage positive behavior.

We believe in creating a positive and supportive relationships between staff, scholars, and parents. The school’s approach to creating an environment conducive to teaching and learning, while also addressing scholars’ behavioral concerns, is described in detail in the LAB Scholar and Family Handbook.

LAB will ensure that scholars are safe during their transitions to and from school, as well as during the school day through the implementation of the following safety procedures.

Arrival Details
During arrival and dismissal, the School will have staff located in hallways, elevators, the ground floor lobby, in front of the loading dock on 77 Sands Street, and the street frontages in order to ensure that students arrive and depart safely, including to monitor safety around the New York City Transit bus stop.

Students approaching the school will be greeted with a handshake and positive remarks by one of the approximately 9 dedicated staff at the following locations along Sands Street during arrival and dismissal to ensure student safety: At the intersection of Pearl and Sands Street; at the intersection of Sands and Jay Street; two staff members at the entrance to Stair B; two staff members in front of the loading dock; and other staff along Sands Street to assist student flow and monitor the NYCT bus stop. See the “School Entry and Staff Placement Diagram” above; pink stars indicate positioning of staff members.
The staff members standing by the Stair B entrance will specifically be Deans of Students who would be familiar with all students and would easily identify students, even when their uniform may not be fully visible under winter coats.

In the case of a student with limited mobility, he/she would take one of the four elevators (elevators 1, 2, and 3 in the first floor plan above, or freight elevator 4) while accompanied and monitored by an adult staff member.

The staff configuration described above would be in effect at all times during arrival hours (8:00am - 9:00am). Arrival formally starts at 8:00am and runs until 8:30am. Late arrival starts at 8:30am and runs until 9:30am. Staffing on 77 Sands Street would be reduced after 8:30am. Students who arrive late would be buzzed through Stair B and take that to the 2nd floor.

Upon arrival at the 2nd floor, students will be greeted by a staff member directing them to the internal staircase if their homeroom is on the 3rd, 4th, or 5th floors, in order to limit crowding on the second floor. Additionally, a staff member will be present on each of the landings of the internal staircase to assist with movement of students up the stairs during this arrival window.

**Arrival Timeline**

<table>
<thead>
<tr>
<th>Time</th>
<th>GUIDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45 - 7:58 AM</td>
<td>Prep</td>
</tr>
</tbody>
</table>
### Operations:
- Ensure sign in forms ready for 77 Sands School Safety Desk
- Ensure breakfast is ready and delivered for scholars in classrooms
- Facilities walkthrough, ensuring each floor is scholar ready

### School Leaders:
- School team/administrators and teachers meet at entrance of 77 Sands
- School team communicates any updates with building management and safety
- School leader runs operational review of any relevant shifts in daily schedule

### Arrival Posts
- Approximately 9 staff members in front of building on Sands Street to greet and welcome scholars as they approach the building
  - One staff member at the sidewalk at the corner of Jay Street and Sands Street
  - One staff member at the sidewalk at the corner of Pearl Street and Sands Street
  - Two staff members monitoring entrance to Stair B
  - Five staff members monitoring the width of the loading dock

> All arrival staff members report to arrival post by 7:58 am

### General Dismissal Procedures
- Classes end at 3:45pm on Mondays, Tuesdays, Thursdays, and Fridays. Afterschool ends at 5:30pm.
- Classes end at 1:15 pm on Wednesdays.
- Students remain in homerooms pending calls to transition.
- Transitions occur through the internal staircase.
- Operations supports to ensure students are transitioned in sections to prevent crowding.
- Staff members ensure appropriate locations and manage interactions.
- School support staff on call to address parent and community concerns, as needed.
- Dismissal begins at 3:45 PM.
- Scholars who walk home are dismissed last.
- Scholars who participate in afterschool activities are dismissed first.
Additional Considerations for Dismissal

- Staggered dismissal waves are dependent upon student participation in a variety of supervised after school activities, or, with School Director permission, external, non-LAB affiliated after school enrichments (for example, dance classes at a community center.)
- These extracurricular activities may include Academic Club (LAB’s equivalent of remedial tutoring or supplemental academic instruction); Reflection (LAB’s equivalent of detention); internships and externships, etc.

Scholar Absence Notification

- To ensure the safety of our scholars, families will be notified of their scholar’s absence from school by 10 AM via a school call/text/email.

School Visitor Procedure

- All visitors must state the purpose of their visit, as well as the entity and individual whom they are visiting.
- The Security Guard will verify the visitor by requiring picture ID and will use the ID to fill the visitor’s information into the sign-in log, return the ID to the visitor, and require the visitor’s signature on the sign-in log. The Security Guard will notify relevant parties of their visitors.
- The Security Guard will give the visitor a LAB Visitor’s Pass and direct him/her to their destination point in the school.

Scholar ID Procedures

- All LAB scholars will receive a photo ID within two weeks of starting school.
- Students will be expected to carry their ID with them at all times.

School Security Guards

- LAB’s Security Guard is:
  - Pierre Richard Charles, 929-210-2492, pcharges@brooklynlaboratoryschool.org
- It is the duty of the School Security Guard to work in conjunction with school administration to help maintain a safe and orderly school environment.
- School Security will:
  - Be a role model for scholars and staff on safe behaviors and practices;
  - Walk scholars to designated public transportation areas;
  - Patrol the school building and surrounding areas;
  - Maintain the inventory of receipted packages;
  - Maintain records of persons entering and leaving buildings;
  - Provide routine information to visitors and direct them to the proper people/offices;
Training Drills and Exercises

- In accordance with the New York State Education Department (NYSED) or New York City Department of Education (NYCDOE), LAB will conduct a variety of safety drills throughout the school year, including:
  - (12) Fire Drills and Shelter Drills
  - (2) Lockdown Procedures
  - (1) Evacuation Procedure
  - (3) Code Blue Medical Emergency Procedures (staff only)
- LAB will have at a minimum 6 certified AED and CPR staff members.
- During staff professional development in the weeks before the school year begins, all LAB staff members participate in tabletop exercises and drills, in order to better understand emergency response procedures.
- The Operations Manager is responsible for bringing the school’s emergency box. The box will contain floor plans, master keys, parent rosters and phone numbers, student and staff attendance for the day, as well as contact information for the building owners and the school’s board of trustees.
- The emergency evacuation site will be within walking distance from the school building, and have a capacity greater than the size of the student and school staff population.
- Student, staff, and visitor accountability systems will be tested during fire and other emergency drills.
- School Leadership will meet with members of local emergency responders (police and fire departments) in order to review our policies and procedures and seek feedback. These emergency responders will be invited to participate in any safety drills that the school conducts, as well as be responsive to any drills that the responders may request to perform.

Response

In the event of an emergency or pending emergency, the safety plan and chain of command herein will be activated. The appropriate authorities will be contacted through available communication methods.
Chain of Command

The Chain of Command is a listing of school personnel who, in sequence, are in charge of the school in the absence of the senior-most school executive. Each designated staff member should be knowledgeable of the Safety Plan and be able to assume a leadership role when necessary.

<table>
<thead>
<tr>
<th>Command Position</th>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Ashley Ball</td>
<td>Director of Operations</td>
<td>347-525-3824</td>
</tr>
<tr>
<td>Third</td>
<td>Eric Tucker</td>
<td>Executive Director</td>
<td>312-771-1816</td>
</tr>
</tbody>
</table>

Notification and Activation

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- School Intercom
- School Phone system
- Cell Phones of School Safety Team and staff
- Walkie-Talkies (supplied to School Safety Team members)
- Bull Horns
- Whistles
- E-mail
- Text messaging
- Local media

Standard notification protocol will be for:

- Notification of an incident or hazard development to the School Director and Operations Manager who communicate that emergency to the Executive Director as soon as possible following its detection
- In the event of an emergency, the Operations Manager will notify all building occupants to take appropriate protective action

Upon the occurrence of a violent incident, the Executive Director will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School “Emergency/Safety” Binder in the Main Office. The Operations Manager will also have both hard and soft copies of this document on file in their office.
In the event of a disaster or violent act, as necessary, the Executive Director will also notify all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication, and will call the Board of Directors via phone.

Contacting Parents/Guardians
LAB keeps up-to-date records of parent and emergency contact information for each scholar, including all persons authorized to leave with a scholar in the event of an emergency. This information is kept electronically as well as in paper format. In case of an emergency situation that warrants it, the school will use landlines and cellular phones to contact caregivers and/or emergency contacts. All available non-instructional staff will assist teachers in calling scholars’ families. If cell phone communication is difficult, calling stations will be set-up in LAB’s offices throughout the building to make use of all available school landlines. The school also maintains a website (www.brooklynlaboratoryschool.org) which can be used to post any messages necessary for parent communication. Local media may also be used if the situation warrants (see Important Contact Information).

School Cancellation
School may be cancelled for a variety of reasons. These reasons may include inclement weather, union workforce strikes, acts of war, terrorism, or any other situation where the administration of the school feels students and/or staff members are in danger. LAB will utilize a variety of strategies to inform the public of any school closings, including notifying the local media, posting this information on the school’s website, and calling caregivers of students when possible.

Early Dismissal
An early dismissal may arise in case of an unforeseen emergency such as a fire, gas leak, bomb scare, act of war, act of terrorism or any other situation where the administration of the school feels the students and/or staff are in danger.

Fire
In the event that the building must be evacuated, the fire alarm will sound. Evacuation supervision will be conducted by members of the LAB Leadership Team, each of whom will be assigned a specific role.

Classroom Evacuation:
When the fire alarm sounds, teachers and students will proceed as follows:
1. Scholars will freeze, stop talking, and listen for the teacher’s directions when the alarm sounds.
2. Scholars will form a single-file line and await further instruction from the teacher.
3. The teacher must be the last person out of the classroom. The teacher will check to ensure that no scholars have been left behind; they will turn the lights off, and close and lock the door to the classroom.
4. If a scholar is in the bathroom, drinking water, and/or at the nurse, do not wait, you must evacuate the building with your class.
5. Teachers will lead their class out of the building following the designated evacuation route for their classroom/area. If there is another teacher present (instructional assistant or specialist), they will stand at the back of the line to help ensure the class stays together.
6. Teachers on prep/break periods should follow the evacuation procedure for the room/area they are in and follow the instructions of the floor captains and provide support where needed.
7. Classes will exit the building according to the exit assigned to each room/area by the Operations Manager. See attached plans.
8. The Security Guard will post open the main doors until evacuation is complete and will be posted at the corner of Jay Street and Sands St., managing traffic and assisting staff and students as they cross the street towards the meeting point at the intersection of Jay Street and Prospect.
9. Once a class reaches their designated evacuation area, teachers will do another headcount of students.
10. A member of the operations staff brings the Emergency Contact Binder outside. They will be posted on Jay Street to direct evacuating classes, oversee the evacuation on the sidewalk, and time the procedure.
11. At the beginning of the year the roles of floor captains will be assigned to non-instructional staff members. These positions will have an alternate in case of an absence. Floor captain 1 will sweep the top mezzanine and offices above to ensure no scholars remain in the area, and Floor captain 2 will do the same for the first/foyer and floor captain 3 will sweep the basement. Any scholars found will be escorted out of the building by the sweepers and reunited with their class once outside.
12. Once the headcount is complete, and after the last floor captain is out of the building, teachers will check in with sweepers to ensure that all students have been accounted for.
13. Everyone is to remain in place until the all clear is given. Once the all clear is given, teachers and students will re-enter the building.

Non-Classroom Evacuation:
1. All other individuals inside the building will follow the designated evacuation route for their room/area.
   a. The nurse will bring a first aid kit with him or her upon evacuation.
   b. Individuals with students at the moment of evacuation will escort those students outside and help them find their class.
2. Upon exiting the building, all individuals should follow suit behind the classes and teachers and help with scholar management.

In the case of a scholar with limited mobility, the evacuating teacher will make sure that the scholar has a clear path out, and either ensure or summon support to get the student out safely

In the event of an actual fire, the Cathedral Basilica of St. James will serve as a meeting point from which parents can pick up their scholars.

Confirming Evacuation Completeness:
The designated sweepers will sweep each floor and ensure that all people are evacuating the building. After hearing a report from them, the Executive Director will immediately contact local authorities via 911 to inform the city. Local media outlets will be notified in order to inform parents of the evacuation. Large signs will be posted at the school door, along with any personnel who can stay at or near the building in order to inform parents of what has occurred.

Intruder
A lockdown emergency occurs when there is an intruder or dangerous presence in the school building. The lockdown emergency response will be utilized in the case of Intruders, Hostage/Kidnapping Situations, and Terroristic Act/Civil Disturbance/Natural-Weather Related Emergencies—please see below.

Upon identifying an intruder, security will inform the first available person in the Chain of Command, who will immediately make a school-wide announcement and contact the authorities. Immediately following the alert announcement, the building must be secured to limit movement within it and go into shelter in place. All teachers and staff will stay in, or enter, the closest (and safest) room and use the lockdown system. Staff will look into the hallway and collect any student who is in the hallway unattended (regardless of homeroom). At this point, staff members must “lockdown” the room—close door, cover window beside door, and close the blinds on room windows. After the room has been secured, the staff person must conduct a head-count. If any additional students have been pulled into a classroom (i.e. students not on the homeroom roster), teachers must notify the front desk via phone/email of the student’s’ name and current location. The teacher must extend the lockdown magnet to show all clear or need assistance.
Operations staff will then notify: 1) Authorities 2) Executive Director 3) The Landlord 4) The New York State Department of Education. The Operations Associate will transfer all calls to the main phone line to the Executive Director’s office, and all main office staff will proceed to the Executive Director’s office.

Hostage/Kidnapping Procedures
Procedures for “Intruders” will be followed. Contact the local authorities will be made by the highest member of the chain of command available. Instructions on how to proceed will be obtained from local authorities. Every reasonable effort will be made to cooperate with hostage takers until local authorities can intervene. Parents will be notified as needed and if allowed by local authorities.

Terrorist Act/Civil Disturbance/Natural-Weather Related
Procedures for “Intruders” will be followed. All doors to the outside of the school will be secured and locked. Local media will be monitored and communication with local authorities will be attempted in order to gauge the progress of the situation. Attempts to inform the local media will be made in order to communicate with parents. If possible and deemed necessary, phone calls to parents will be made by auxiliary staff to inform them of the situation. This would help with parents arriving at the building expecting to pick up their child and then not being allowed in (due to the building being on “lockdown”). The school’s website will also be updated (if possible) to include pertinent information.

Biological/Radiological/Nuclear Event
All person(s) will be moved away from windows and into secured hallways. All adults will be responsible for shutting windows and doors if possible. All people will remain in these hallways until it is deemed safe to return into classrooms. Adult staff will attempt to secure food and drink from the kitchen if safety permits. All doors to the outside of the school will be secured and locked. Local media will be monitored and communication with local authorities will be attempted in order to gauge the progress of the situation. Attempts to inform the local media will be made in order to communicate with parents. If possible and deemed necessary, phone calls to parents will be made by auxiliary staff to inform them of the situation. This would help with parents arriving at the building expecting to pick up their child and then not being allowed in (due to the building being in “lockdown”). The school’s website will also be updated (if possible) to include pertinent information.
Gas Leak
Students will be evacuated via the “Fire” warning system. An administrator or their designee will call emergency services to report the incident. Depending on the severity of the situation, attempts to inform the local media will be made in order to communicate with parents. If possible and deemed necessary, phone calls to parents will be made by auxiliary staff to inform them of the situation. The school’s website will also be updated (if possible) to include pertinent information. Floor plans of the school which include entrances and stairwells will be on file with the local fire department.

School Bus Accident
After reporting the accident to local authorities, the bus driver is to call the school and report any accident immediately. If on a school field trip, it is expected that the teacher in charge is also to call the school and report to the administrator the severity of the situation. If deemed necessary, phone calls to parents will be made by auxiliary staff to inform them of the situation.

Bomb Threat
All personnel who are charged with answering school phones regularly will follow the following procedures when receiving a threatening phone call:
• Keep the caller on the phone as long as possible and do not hang up
• Write down the caller id number (if possible) and the exact time of the call
• Signal someone to alert a building administrator or designee
• Write down everything the caller said
• Make an educated guess as to the caller’s sex, age, race, and accent
• Identify any background noises
• Even after the call hangs up, keep the phone off the hook so the police can trace the call
• Discuss this matter only with administrators to ensure that misinformation does not cause panic.

The Executive Director will then make the decision to evacuate the building via the “fire” warning system. Local authorities will be called. In the event of threats posted to social media or other websites, the Executive Director will consult with local authorities to determine the level of the threat, and make evacuation decisions accordingly.

Threats or Acts of Violence
Serious, Credible, Implied or Direct Threats

LAB staff members will make every effort possible to diffuse any situation where an act of violence is possible. LAB administrators will be notified of any implied or direct threat as soon as possible by staff involved in the situation. Members of LAB’s administration, along with any other staff members involved in the situation will determine the level of the threat.
The next step would be to contact any other parties pertinent to the situation (i.e. parents). If the situation warrants, the local law enforcement agencies would be called as well. This situation would be monitored and plans adjusted as necessary.

LAB has determined that an implied threat will include any statement or action that can be interpreted as wanting to cause harm or endangering the welfare of any individual or group(s) of people, the school building, or other property. LAB will work closely with the school social worker to identify early detection signs of potentially violent behaviors. The school will also provide non-violent conflict resolution training programs for all staff, in accordance with the Dignity for All Students Act. LAB will also establish an anonymous reporting mechanism whereby scholars can report incidences of bullying or violence.

School security will diffuse any conflicts between adults in the building, and the leadership of the school will determine if authorities need to be involved.

Acts of Violence
LAB staff members will make every effort possible to diffuse any situation where an act of violence is possible. LAB administrators will be notified of any act of violence as soon as possible by staff involved in the situation.

The next step would be to contact any other parties pertinent to the situation (i.e. parents). If the situation warrants, the local law enforcement agencies would be called as well. This situation would be monitored and plans adjusted as necessary. The school employs a zero tolerance policy for an act of school violence, and all situations are dealt with in accordance with the LAB Scholar and Family Handbook.

School security will diffuse any conflicts between adults in the building, and the leadership of the school will determine if authorities need to be involved.

Medical Emergency
A Code Blue emergency includes all potentially life-threatening emergencies that occur on the LAB campus. Life-threatening emergencies include but are not limited to: extreme trouble breathing, cardiac arrest, severe bleeding, allergic reactions, and seizures. If a student or an adult is experiencing a life-threatening emergency, staff members must act immediately.

- Code Blue emergencies are reported in person or by phone to the Main Office.
- The caller must provide the location of the emergency, the name of victim (if known), and the nature of the emergency. For example, “Hello, this is Ms. Smith; there is a Code Blue
emergency in the Multipurpose Room. I repeat, there is a Code Blue emergency in the Multipurpose Room. The student’s name is John Doe. He is bleeding severely.”

- Immediately upon notification, the Operations Manager will make an announcement on the school’s intercom; for example: “Attention, Code Blue in the Multipurpose Room. Attention, Code Blue in the Multipurpose Room.”

- The school wide announcement will alert the LAB Emergency Response Team who will immediately go to the location of the emergency and take appropriate next steps.

- Immediately following the announcement, the Operations Manager will call 911.

- Finally, a member of the operations staff will contact the Security Guard, who will limit incoming visitors to the school to emergency personnel and the victim’s family.

- The Security Guard will provide approved visitors with a school map and directions to the location of the emergency situation. No other visitors will be permitted to enter the building.

Security of a Crime Scene

The Operations Manager or their designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials. No item will be removed, cleaned or altered without prior approval from the appropriate law enforcement agency. Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

Important Contact Information

NYPD
84th Precinct
301 Gold Street
Brooklyn, NY 11201
(718) 875-6811

FDNY
Engine 207 Ladder 110
172 Tillary Street
Brooklyn, NY 11201
General FDNY number: (718) 999-2000

Emergency Evacuation Location:
St. James Basilica
250 Cathedral Place
Brooklyn, NY 11201
(718)-852-4002
Brooklyn Hospital Center
121 Dekalb Avenue
Brooklyn, NY 11201-5493
(718) 250-8000

Poison Control Center
(800) 222-1222

Local media
Radio, WINS 1010 Phone Number: (212) 315-7023
Radio, WBLS Phone Number: (212) 545-1075, (212) 447-5211
Radio, WCBS Phone Number: (212) 975-2127
Radio, Talk Radio NY:
Television, WABC 7 Phone Number: (212) 456-7000
Television, WNYW 5 Phone Number: (212) 247-0723

NYCDOE, Charter Schools Office
New York City Department Of Education, Charter Schools Office
52 Chambers Street
New York, NY 10007
Phone: (212) 374-7623
Fax: (212) 374-5581
http://schools.nyc.gov/community/planning/charters/default.htm

Recovery
The LAB Recovery Process will be led by the Post-Incident Response Team, and will include, but not be limited to:

Short term:
• Mental health counseling for staff and students
• Building security
• Facility Restoration
• Post-Incident Critique

Long Term
• Mental health counseling for staff and students
• Building security
• Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

The LAB Safety Team has coordinated with statewide plans for disaster mental health services to ensure that the school has access to federal, state and local mental health resources in the event of a violent incident.

After the recovery stage of any incident, the LAB School Safety Team will conduct an internal after action review that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

Access to and Adoption of School Safety Plan

Access to Floor Plans

A set of floor plans and a diagram indicating School Evacuation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the School Safety Planning process. Every member of the School Safety Team will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder (maintained by the Director of School Operations, and kept in the Main Office).

Plan Review and Public Comment

A summary of this plan will be made available for public comment at least 30 days prior to its adoption. Representatives of all key school constituents and interested parties will be included in the development and review of this plan, including a review at our first Parent Organization (open to the public) in the Fall of 2014. The plan will be formally adopted by the Board of Trustees. To ensure scholar safety, the plan will be considered ‘in effect’ until such time as a full public review can be conducted and the plan approved.

In accordance with the August 2011 Amendment to Section 155.7, certain sections of our Safety Plan with response action detail and private contact information will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a. Full copies of the Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the Core School Safety Team. For the 2018 – 2019 school year, a Safety Plan was created over the summer and reviewed by the Brooklyn Laboratory Charter School Board of Trustees prior to school opening. It was in effect until the full Safety Team was in place and able to review the plan. The plan was reviewed and approved by the Brooklyn Laboratory Charter School Board of Trustees in August 2018 and will be more fully reviewed in September 2018. It will be reviewed in person by a representative of the NYSED before October 1, 2018. After 2018, the required annual review will
be completed on or before July 1 of each year after its adoption by the Brooklyn Laboratory Charter School Board of Trustees.
Appendix I: Emergency Egress Floor Plan

Appendix III: School Safety Team

The 77 Sands LAB School Safety Team is composed of, but not limited to, representatives from the Board of Directors, Administration, Parents, Students, Faculty, School safety personnel, and other school personnel as follows. The Core School Safety Team will also serve as the Emergency Response Team and Post-Incident Response Team:

Sands Street School Safety Team (Fall 2018)

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director*</td>
<td>Eric Tucker</td>
<td>Executive Director</td>
</tr>
<tr>
<td>High School Director</td>
<td>Bennison Ntsakey</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Middle School Director</td>
<td></td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Dean of Scholars</td>
<td>Shawn Harris</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Dean of Scholars</td>
<td>Charles Jackson</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Director of School Operations*</td>
<td></td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Operations Manager</td>
<td></td>
<td>School Safety Team Head</td>
</tr>
<tr>
<td>Operations Associate</td>
<td></td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>School Security</td>
<td>Charles Pierre</td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Parent Representative</td>
<td></td>
<td>School Safety Team Member</td>
</tr>
<tr>
<td>Board of Directors Representative</td>
<td>Adrien Siegfried</td>
<td>School Safety Team Member</td>
</tr>
</tbody>
</table>

(* Core Member)