District Wide Safety Plan
Brooklyn Laboratory Charter Schools
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 District Wide Safety Plan was first developed by the founding team 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, and has been updated based on evolving guidance and with Board oversight. 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). In School Year 2021-22 LAB operates school activities out of two facilities, 240 Jay Street and 77 Sands Street. This District Wide Safety Plan addresses district and school building level safety prevention and intervention strategies. 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 on an annual basis.

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.

Edmund W. Gordon Brooklyn Laboratory Charter School operates a middle and a high school

<table>
<thead>
<tr>
<th>School Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Address</td>
</tr>
<tr>
<td>77 Sands Street, Brooklyn NY 11201</td>
</tr>
<tr>
<td>240 Jay Street, Brooklyn NY 11201</td>
</tr>
</tbody>
</table>
## School Phone
347-429-8439

## Community School District
13

## Police Precinct
84th / (718) 875-6811

## School Evacuation Site
Bridge Park, at the corner of Jay Street and Prospect Street

### Hours of Operation
7:15 AM to 5:30 PM

### How many floors of the building does this school use?
77 Sands Street: 5
240 Jay Street: 3

### School Safety Personnel and Liaisons

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of School Operations</td>
<td>Sterling Florant</td>
</tr>
<tr>
<td>Deputy Superintendent</td>
<td>Christopher Habetler</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Aulandar Young</td>
</tr>
<tr>
<td>Director of Family and Community Engagement</td>
<td>Jonathan Flynn</td>
</tr>
</tbody>
</table>

### Chain of Command

#### First In the Chain of Command
Name and Title: Sterling Florant, Director of School Operations, #: 646-526-7017
Email Address: sflorant@brooklynlaboratoryschool.org
Responsibilities During Emergencies:
- Coordinate Staff and handle all contact with Public Safety personnel (NYPD, NYFD, EMS).

#### Second In the Chain of Command
Name and Title: Christopher Habetler, Deputy Superintendent, #: 617-913-8366
Email Address: chabetler@brooklynlaboratoryschool.org
Responsibilities During Emergencies:
- Coordinate room by room sweep in case of evacuation.

#### Third In the Chain of Command
Name and Title: Aulandar Young, Operations Manager, #: 646-709-6722
Email Address: ayoung@brooklynlaboratoryschool.org
Responsibilities During Emergencies:
- Distribution of emergency contact binders to teachers.

#### Fourth In the Chain of Command
Name and Title: Jonathan Flynn, Director of Family and Community Engagement #: 646-709-6722
Email Address: jflynn@brooklynlaboratoryschool.org
Responsibilities During Emergencies:
- Act as a communication liaison between the staff and parents.

8/18/2021
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 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.

Daily Security Procedures

The Director of School Operations will ensure on a daily basis:

1. Establishment of the time the building is to be opened and closed.
2. Determination when the administrative designee will be at the switchboard to receive incoming calls and to make emergency calls: 7:15 AM.
3. Classroom doors are open or closed while the scholars are in attendance, but never locked, except in the case of a lockdown.
4. All locks on doors and windows are functional, and checked routinely.
5. All pathways to doors ensure free access, and are checked routinely.
6. All doors function properly and lock, and are checked routinely.
7. The building is secure at the end of the day, and checked routinely.

Regular Stock of Emergency Equipment

The Director of School Operations will ensure:

1. Inspection of the first aid kit monthly and replacement of materials as soon as possible.
2. Maintenance of a cell phone or walkie-talkie system for the Director of School Operations to utilize in the event of telephone service disruptions.
3. Maintenance of battery operated flashlights.
4. Maintenance of a battery operated radio to listen to emergency broadcasts.
5. All fire exits, fire extinguishers, and fire and smoke alarms are working properly at all times, and checked routinely (The school must cooperate with the Fire Department inspections and implement corrective actions immediately).
6. Maintenance of medication storage facilities and records. During an evacuation the designee should, if possible, move the medication to a safe place.

7. Maintenance of a "Back-up" system for important paper and computer files, and storage in duplicate at an off-site secured location, including contact information for both children and staff.

Arrival Details

77 Sands Street Arrival: 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 to enter 77 Sands Street.

Students approaching the school will be greeted with positive remarks by one of the 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 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, will stand by the Stair B entrance.

In the case of a student with limited mobility, they 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 9:00am. Late arrival starts at 9:00am and runs until 9:30am. Staffing on 77 Sands Street would be reduced after 9am. Students who arrive late would be buzzed through Stair B and take that to the 2nd floor.

Upon arrival at the front door of the school, students will be greeted by staff member(s) and temperature checked. Students will then be instructed to enter the building. 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.

8/18/2021
### Arrival Timeline

<table>
<thead>
<tr>
<th>Time</th>
<th>GUIDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM - 7:45 AM</td>
<td>Prep</td>
</tr>
<tr>
<td></td>
<td><strong>Operations:</strong></td>
</tr>
<tr>
<td></td>
<td>• Ensure front of school entrance is clean and clear of debris</td>
</tr>
<tr>
<td></td>
<td>• Ensure breakfast is ready and delivered for scholars at the front</td>
</tr>
<tr>
<td></td>
<td>• Facilities walkthrough, ensuring each space is scholar ready</td>
</tr>
<tr>
<td></td>
<td><strong>School Leaders:</strong></td>
</tr>
<tr>
<td></td>
<td>• School team/administrators and teachers meet at entrance of 77 Sands</td>
</tr>
<tr>
<td></td>
<td>• School team communicates any updates with building management and safety</td>
</tr>
<tr>
<td></td>
<td>• School leader runs operational review of any relevant shifts in daily schedule</td>
</tr>
<tr>
<td></td>
<td><strong>Arrival Posts</strong></td>
</tr>
<tr>
<td></td>
<td>• Approximately 8 staff members in front of the building on Sands Street greet and welcome scholars as they approach the building</td>
</tr>
<tr>
<td></td>
<td>○ One staff member at the sidewalk at the corner of Jay Street and Sands Street</td>
</tr>
<tr>
<td></td>
<td>○ One staff member at the sidewalk at the corner of Pearl Street and Sands Street</td>
</tr>
<tr>
<td></td>
<td>○ Two staff members monitoring entrance to Stair B</td>
</tr>
<tr>
<td></td>
<td>○ Four staff members conducting the wellness check for all staff and scholars</td>
</tr>
</tbody>
</table>

*All arrival staff members report to arrival post by 7:50 am*

### 240 Jay Street Arrival:

During arrival and dismissal, the School will have staff located in hallways, the lobby, 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 to enter 240 Jay Street.

Students approaching the school will be greeted with positive remarks by one of the approximately 3 dedicated staff at the following locations along Jay Street during arrival and dismissal to ensure student safety: At the intersection of Tillary and Jay Street and two staff members in front of the building and the NYCT bus stop.
In the case of a student with limited mobility, they enter the school via the ramp on the side of the building 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 - 8:30am). Arrival formally starts at 8:00am and runs until 8:30am. Late arrival starts at 8:30am and runs until 9:00am. Staffing on 240 Jay 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 front door of the school, students will be greeted by staff member(s) and temperature checked. Students will then be instructed to enter the building.

**Arrival Timeline**

<table>
<thead>
<tr>
<th>Time</th>
<th>GUIDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM - 7:45 AM</td>
<td>Prep</td>
</tr>
</tbody>
</table>

**Operations:**
- Ensure front of school entrance is clean and clear of debris
- Ensure breakfast is ready and delivered for scholars at the front
- Facilities walkthrough, ensuring each space is scholar ready

**School Leaders:**
- School team/administrators and teachers meet at entrance of 240 Jay Street
- 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 3 staff members in front of building on Jay Street to greet and welcome scholars as they approach the building
  - One staff member at the intersection of Tillary and Jay Street
  - Two staff members in front of the building and the NYCT bus stop
General Dismissal Procedures

- Day ends at 3:45pm on Mondays, Tuesdays, Thursdays, and Fridays. Afterschool ends at 5:45pm.
- Day ends on Wednesdays at 1:30pm
- Students remain in homerooms pending calls to transition.
- Transitions occur through the internal staircase.
- Operations support 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.

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.)

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.
- A member from the operations teams will verify the visitor by requiring a 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. A member from the operations teams will notify relevant parties of their visitors.
- A member from the operations teams will give the visitor a LAB Visitor’s Pass and direct them to the appropriate visitor waiting location: 77 Sands Street (2nd floor media lounge), 240 Jay Street (lobby)
- Due to COVID 19, visitors will have limited access to the building.
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:
  - (10) Evacuation Drills and Shelter Drills
  - (2) Lockdown Drills
  - (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 Director of School Operations 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.

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 Director of School Operations who communicate that emergency to the Executive Director as soon as possible following its detection
• In the event of an emergency, the Director of School Operations will notify all building occupants to take appropriate protective action

Upon the occurrence of a violent incident, the Director of School Operations or 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 Director of School Operations 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 Director of School Operations or 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 grab the blue emergency bag and lead their class out of the door. 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. Teachers will not wait for scholars in the bathroom, drinking water, and/or at the nurse to evacuate the building with their class. See #11 for how these scholars will be escorted out of the building.
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 Director of School Operations.
8. A member of the operations team 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. Each floor will have a designated captain who is responsible for sweeping the floor. 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 at either campus, the unaffected campus 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 the sweepers, the Director of School Operations will immediately contact local authorities via 911 to inform the city that the space is clear. 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 school safety plan.

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 with 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 workers 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 the 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 following the announcement, a member from the Emergency Response Team will call 911.
• Immediately upon notification, a member from the Emergency Response Team 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.
• 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 Director of School Operations 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
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. 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. After 2021, the required annual review will be completed on or before September 1 of each year after its adoption by the Brooklyn Laboratory Charter Schools Board of Trustees.