



625 Bolton Avenue, Bronx, NY 10473 • Tel: 718-684-6505 • Fax: 332-777-2989 • Web: www.gcacs.org



## GRAND CONCOURSE ACADEMY CHARTER SCHOOL

# Safety Plan- *[PUBLIC VERSION]*

### Academic Year 2024 -2025

Are there any additional schools/programs housed at this site/building? No

**Address Information (Main Building)**

**Telephone Information**

Street Address: 625 Bolton Avenue

Main Phone: 718 - 684- 6505

City/State/Zip: Bronx, NY 10473

Fax Number: 332-777-2989

Cross streets: Seward Ave & Randall Ave

Primary Contact Information (Main Building)	Work Phone	Home Phone	Alternate Phone
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Executive Director: Mr. Ira Victor

718-684-6505

646-957-3915

Custodian: Mr. Paul Harris

718-684-6505

347-649-8533

Are there limited mobility students assigned to this site? Yes

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**Section 1 School Safety Plan Overview**

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**A. Purpose**

The Grand Concourse Academy, an independent LEA, is committed to promoting a safe and healthy learning environment where our students are secure in their pursuit of educational success. Nevertheless, our school, like all schools, is at risk of acts of violence, emergencies and natural and manmade disasters. To address these threats, and pursuant to the New York State Commissioner of Education’s Regulation 155.17, the school has developed this school safety plan. The plan was approved by The Board of Trustees on **June 25, 2024**, along with the formation and implementation of the School Safety Committee Team. (see appendix 1, page 1). The School Safety Committee creates an Emergency Building Response Plan (school safety plan) that is a comprehensive effort which addresses prevention, response, and recovery with respect to a variety of emergencies that may occur in and around our school. (see appendix 1, page 2) The draft of The Emergency Building Response Plan was made available for public comment and approval on **June 25, 2024**, during the monthly Board of Trustees’ meeting. (see appendix 1, page 3). Further information was disseminated to parents at a Parents Information Workshop. (see appendix 2, page 1).

**Upon the activation of the School Emergency Response Team, the school’s Board of Trustees will be notified and, where appropriate, local emergency officials: 43<sup>th</sup> Police Precinct, Fire Department – Engine 96 Ladder 54 1689 Story Avenue. If an evacuation is deemed necessary, the following agencies will also be notified in preparation to the emergency at hand: Albert Einstein and Jacobi Medical Centers, Pioneer Bus Company, and Silhouette Bus Company, Con Edison, Local news media Fox 5, News 12, WABC, CBS and WPIX, so that parents and community will be informed. Parents will also be informed by school messenger when deemed appropriate.**

**Pursuant to the Commissioner’s Regulation, Section 155.17, a summary of this plan will be made available for public comment at least 30 days prior to its adoption. This plan will be approved by the School’s Board of Trustees after at least one public hearing which provides for the participation of school personnel, parents, students, and any other interested parties.**

**This plan shall be *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 this 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 School Safety Planning Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Trustees.**

**B. Selection and Training of School Safety Personnel:**

**Emergency Response Officers have completed the training that is required. All updated materials, and new rules and regulations have been distributed to Emergency Response Officers and all staff members to implement with all students. All manuals such as: *student code of conduct, parent manual, employee handbook, and emergency contact numbers* are supplied for instant reference. Staff development and training is also provided to the Emergency Response Officers prior to school opening so that all relevant concerns and information are discussed and addressed. In addition, the School Security Guard must attend all meetings of the school safety committee to discuss any issues that are pertinent at that time.**

**C. Identification of School Securement**

**School doors are always locked from the outside and safety guard/security personnel open to allow any visitors access to the building. Prior to the opening of the school day, a safety staff member performs a building check on all floors to make sure that there are no intruders in the building and performs an**

alarm check on each door to the outside. A “Nest” camera system is in place and runs directly to the Executive Director’s phone and email. The security desk monitors the cameras in room 130.

Once the school is open for the day, verification and identification of all visitors is done by requesting picture I.D. and visitors are then asked to sign the visitor’s guest book and have ID displayed while on school property. All school personnel display mandated I.D. while on school property or performing job functions. In case of an intrusion, the PA system can be accessed by dialing 4500 from any phone in the building which can be used to advise everyone by saying “THIS IS A LOCKDOWN DRILL”. When the coast is clear, the announcement will be: “ALL CLEAR.” In the event the Public Address System is inoperable, staff will be notified via group text messages to cell phones.

Head Custodian has certificate of fitness for Fire Alarm System and tests fire alarms daily with notification to Central Station. Sensor Alarm is fully activated 24 hours leading from the roof which is fully equipped with a sensor alarm. A complete security system that is activated during evening hours and weekends will notify and alert the Executive Director, police precinct, custodian, Directors, and the security company of any unauthorized entry to the building. Custodian/Security Guard conducts hall patrols on a regular basis throughout the day checking that all exit doors are securely locked and that all is safe for everyone in the building. Custodian/Security Guard and administrators will facilitate quick communication in case of an emergency situation, utilizing cell phones. Training, handout instructions, and emergency procedures to follow, are distributed to staff during the staff development meetings. (See Appendix 1, page 4). The custodian/Security Guard reinforces dismissal procedures and completes a final inspection of all floors for final lockdown for the day. Prior to leaving at the end of the day, and after securing all floors, all doors are secured and locked, alarms are activated prior to the custodian supervisor leaving the premises. Throughout the school year, teachers reinforce different emergency situations and responses that should be followed so that students remain familiar with the procedure.

A school lockdown system was instituted in 2012 to protect students and staff from the possibility of armed intruders. The school lockdown is activated through the announcement of the public address system of “THIS IS A LOCKDOWN DRILL”. Students and staff have been trained in drill procedures and respond to this announcement by immediately locking all doors. Offices have been designated as safe rooms. We conduct two in-school lockdown drills throughout the year, in addition to ten evacuation drills. The signal to enter a safe room is the term, “GCA.”

#### **D. Identification of School Teams**

The school has organized five emergency teams that will be responsible for school emergencies. The following are the titles, major responsibilities, and members of each of the five emergency teams. Specific names will be provided in memorandum on a yearly or as-needed basis.

##### **1. School Safety Planning Team**

- A. Major Responsibilities: Planning and writing of the school safety plan. Identifying potential school emergency and safety issues; reviewing and updating this school safety plan; providing emergency and safety training, drills and preparation as appropriate for students and school personnel including with appropriate local law, fire and E.M.T. professionals; designing and implementing prevention and intervention strategies; and disseminating information regarding school safety to various school stakeholders including students, parents and staff.
- B. Meetings of the School Safety Planning Team will be convened at the start of the school year, and as required by changing circumstances.

##### **2. Building Response Team**

- A. Major Responsibility: assist students, staff, and visitors in the initial response to school emergencies, acts of violence, and disasters in accordance with this school safety plan.

- B. Meetings of the Building Response Team will be held quarterly, or as needed, throughout the school year. During these meetings, the School Safety Planning Team will address its major responsibilities as set forth under subsection B.1.A of this Section 1.

**3. School Post-Incident Response Team**

- A. Major Responsibility: assist the school community, including students, staff and families, in coping with the aftermath of a serious violent incident or emergency; identifying external resources to help students, staff and families cope with a serious violent incident or emergency. The response team will coordinate post coordination in collaboration with partnership established with an appropriate community-based organization. Counselors will be made available by the school.

This team will be responsible for coordinating recovery actions following an incident, such as provision of mental health resources for students and staff.

- B. Meetings of the School Post-Incident Response Team will be held quarterly or as needed throughout the school year.

**4. Trained Emergency Life Support Response Team**

- A. Major Responsibility: assist with life support emergencies such as choking and heart attacks. The Trained Emergency Life Support Response Team is made up of trained responders that are ready for action on life support emergencies. In accordance with NYS Law, whenever school facilities are used for public school sponsored or school approved curricular or extracurricular events or activities and whenever a school-sponsored athletic contest is held at any location, the school is responsible to ensure the presence of at least one staff person who is trained in a nationally recognized CPR/AED course.
- B. Members of the Trained Emergency Life Support Response Team are indicated by an annual memorandum.
- C. Meetings of the Trained Emergency Life Support Response Team will be held annually, and drills are held a minimum of twice a year.

**5. Trained Epi-Pen Response Team**

- A. Major Responsibility: assist students with emergencies due to an allergic reaction, with the use of that student's epi-pen.
- B. Members of Trained Epi-Pen Response Team are indicated by an annual memorandum.
- C. Meetings of the Trained Epi-Pen Response Team will be held at the start of the school year and as needed during the school year.

**Section 2     Emergency Procedures**

**Emergency Communication/Command Center**

During events of a serious nature, which necessitate evacuation where the facility has become unusable, an Emergency Communications/Command Center should be set up to ensure the safety of the students and staff. This is done to organize the gathering and disseminating of information and to keep the lines of communication open between the school’s administrators, Board of Trustees Chairperson, N.Y.P.D., Bus Company, and the parents/guardians. **This Emergency Communication/Command Center cannot be within the school that has just been deemed unusable.**

In the case of such an emergency, students will be evacuated in keeping with the school’s evacuation plan for fire safety to an alternate location.

This alternate location will, where possible, provide shelter for students and staff. When possible, staff at these locations should be able to communicate information to the Emergency Communication/Command Center.

Where a serious condition necessitating evacuation arises, the Executive Director or his designee will be responsible for notifying the proper authorities. The following situations are some emergencies that may require evacuation:

- |                              |   |
|------------------------------|---|
| A.     Fire/Evacuation Drill | D.     Chemical Release                 |
| B.     Bomb Threat           | E.     Other Condition(s) deemed unsafe |
| C.     Neighborhood Disaster | for staff and students.                 |

**Note:** When an emergency occurs, or a scheduled evacuation drill is being conducted, the campus custodian will notify the fire alarm company as to the emergency’s/evacuation drills time of commencement / occurrence, time of conclusion and status.

**LEVELS OF READINESS PROCEDURES**

There are procedures that must be followed prior to the decision to evacuate the school site. Emergencies and procedures are addressed in the Emergency Building Response Plan. The egress and alternate egress routes are the way the general population is to leave the building once the decision is made by the appropriate authorities to evacuate the site.

Chain of Command within the School Site:

The chain of command, as set down in this Safety Plan, will be used during an emergency. All individuals will be notified and will carry out their specific duties and responsibilities as directed by the Executive Director/Supervisor of the facility.

Communication:

Individual phone numbers to the local precinct, fire house and hospitals have been previously gathered and posted in various areas of the building (e.g., Executive Director’s Office, Senior Directors’ Offices, Director’s Offices, Staff Lounge, Nurse’s Office, and Security Desk).

Individuals with digital or cellular phones will be notified that their assistance may be needed in the event the regular school phone lines become unusable (digital or cellular phones must not to be used during bomb threat situations).

There are different levels of response to an emergency or threats that result in any emergency. Emergency memorandums detailing procedures that must be followed based on the various

emergencies that might arise have been distributed to staff. Evacuation, bus and shelter drills are conducted regularly. Age-appropriate demonstrations have been provided to the students to facilitate understanding of the different levels of emergencies that can arise. The following are progressive levels of response to the emergency. Situations do not necessarily necessitate that each level will be followed in a progressive manner. Emergencies may arise that need a level II or III response immediately. Whenever possible Level I should be the first step in dealing with the situation.

The Executive Director's Office will be used to coordinate the information regarding any emergency. This is necessary to facilitate the flow of information and decisions made by the appropriate school officials. A backup location, e.g. a Senior Director's Office, should also be determined in the event this office has become unusable. (e.g.: Office may be locked or blocked, a hostage situation may be centered in the Office; fire in or near the Office, etc.)

The backup location should have a telephone and should be accessible to designated personnel.

### **Section III: Response**

#### **A. Assignment of Responsibilities**

A specified and practiced chain of command, led by the GCA Executive Director or his designee and consistent with acknowledged best-practice protocols, will be used in response to any emergency in the building. The initial response to any incident is activation of the Building Response Team (B.R.T.), whose major responsibility is to assist students, staff, and visitors in the initial response to school emergencies, acts of violence, and disasters in accordance with this school safety plan. All individuals will be notified and carry out their specific duties and responsibilities as directed by the Executive Director/Supervisor of the Facility. Members of the Building Response Team (B.R.T.) are as follows:

1. Executive Director
2. Senior Director
3. Directors
4. Vice/Assistant Principals
5. Custodian/Security Agent
6. Physical Education Teachers
7. School Nurse
8. Guidance Counselors
9. Local Law Enforcement Official

#### **B. Continuity of Operations**

The Executive Director's Office is used to coordinate information regarding any emergency. A backup location, e.g. a Senior Director's Office, is also determined in the event the primary office has become unusable. The backup location has a telephone and is accessible to all designated personnel. Both locations are at full readiness to organize the gathering and disseminating of information and to keep the lines of communication open between the school's administrators, Board of Trustees Chairperson, NYPD, Bus Company, and parents/guardians.

During events of a more serious nature, which necessitate evacuation because the facility has become unusable, an Emergency Communications/Command Center is set up elsewhere, NOT within the school that has been deemed unusable, to ensure the safety of all. The backup Emergency Communications Center is at full readiness to organize the gathering and disseminating of information and to keep the lines of communication open between the school's administrators and all

above-mentioned parties as necessary. This Emergency Communication/Command Center is not located within the school that has just been deemed unusable. In case of such an emergency, students will be evacuated in keeping with the school's evacuation plan.

### **C. Access to Floor Plans**

Procedures have been developed to ensure that crisis response, fire and law enforcement agencies have access to floor plans, blueprints, schematics or other maps of the school's interior, school grounds and road maps of the immediate surrounding area.

### **D. Notification and Activation**

Internal and external communication systems have been developed that will be used in emergencies. Procedures are in place for notification and activation of the Building-level Emergency Response Plan. Individual phone numbers to the local NYPD precinct, FDNY fire house and hospitals have been gathered and posted in various areas of the building (including the Executive Director's Office, Senior Directors' Offices, Directors' Offices, Staff Lounges, Nurse's Office, Business Suite and Security Desk. Should circumstances warrant and the Executive Director or his designee deems it safe to do so, staff members may be communicated with via open channels including the building public address system, walkie-talkies and/or with a megaphone. Individual staff members with cellular and/or digital phones have been notified that their assistance may be needed in the event the school public address system and other methods specified above become unusable or are deemed unsafe.

### **E. Hazard Guidelines**

The District-wide School Safety Plan includes multi-hazard response plans for taking actions in response to an emergency. The school building's plan includes building-specific evacuation guidelines in case of, but not limited to, fire, threats of violence, natural or weather-related disasters, civil disturbance, gas leak, school bus accident and any others as determined by the Building-level School Safety Team.

### **F. Evacuation Procedures**

Policies and procedures have been developed for the safe evacuation of students, teachers and other school personnel should it become necessary in the event of a serious incident. An Executive Director's Memorandum about safety procedures is distributed to teachers and staff prior to school opening and reviewed in a mandatory professional development session. The memorandum contains a detailed table listing the required means of egress for every classroom in the building, including which staircase and door to utilize. A minimum of ten (10) evacuation drills are held over the course of the year to reinforce proper procedures and compliance. An evacuation drill takes precedence over all events and/or activities, and all staff on lunch or prep periods must rejoin their classes on their way out and participate fully in the drill. Teachers impress upon children that they must be absolutely silent during an evacuation drill, follow directions carefully and rapidly exit the building. A dedicated caretaker and backup caretaker are designated for any limited-mobility student. A card system is utilized to make sure every child is present and accounted for outside the building. Students are then escorted to a nearby site whose staff has already been notified of the situation.

### **G. Security of Crime Scene**

Policies and procedures have been established for securing and restricting access to a crime scene in order to preserve evidence from being disturbed or destroyed in cases of violent incidents on school property. When the School Safety Plan is activated by the B.R.T. head, initiating the appropriate

emergency procedures and coordinating up the system-wide chain of command as appropriate, the Executive Director or his designee assumes responsibility for emergency scene security unless and/or until officially relieved of duty by law enforcement officials, such as from NYPD or FDNY. After relinquishing control, the Executive Director may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency. No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.

**Section IV: Recovery**

After any incident is resolved, the B.R.T. Head ensures that the school resumes normal operations in a safe and timely manner. The Building-level Emergency Response Plan includes a designated School Post-Incident Response Team whose major responsibility is to assist the school community, including students, staff and families, cope with the aftermath of a serious violent incident or emergency by identifying available external resources to help students, staff and families. The response team is responsible for coordinating recovery actions following an incident, such as provision of mental health resources for students and staff, partnering with appropriate established organizations at the community, city and/or state level. Members of the School Post-Incident Response Team include the Executive Director, Senior Directors, Directors, Guidance Counselor and Custodian/Security Agent.

Meetings of the School Post-Incident Response Team are held quarterly or as needed throughout the school year.

**GRAND CONCOURSE ACADEMY EMERGENCY REFERENCES**  
**Police, Ambulance, Fire - Dial 911**

School	Grand Concourse Academy	718-684-6505
Police Station	43 <sup>RD</sup> Precinct Community Patrol Officer	718-542-0888 646-373-5599
Fire Department	Ladder 54	212-639-9675
Transportation	Pioneer Bus Company Yellow Bus Transportation	718-931-5450 917-365-6485
Local Utilities	Con Edison	718-222-6893
Telephone	Verizon	800-555-4833
Hospital	Jacobi Medical Albert Einstein	718-918-5700 718-904-2000
Health Services	Child Protective Services Poison Control Hazardous Materials	800-635-1522 800-222-1222 718-337-4357
Local News Agencies	Fox 5 News (Channel 5) Channel 12 News (Channel 12) WABC News (Channel 7) CBS News (Channel 2) WPIX (Channel 11) WCBS News radio 88	212-452-5555 718-861-6800 212-456-1000 212-975-4321 212-210-2411 212-975-6653
Alternate School Site	Public School 182	718-828-6607
Administration and School Officials	Mr. Ira Victor Ms. Natalia Cruz Mr. Martin McDowell	646-957-3915 917-225-9300 347-266-5358



	Mr. Michael Simonetti Ms. Laura Rizzi Ms. Evelyn Velez	917-288-6929 203-856-1200 914-912-3349
Security	Mr. Paul Harris	718-684-6505