



Building Level Safety Plan 2023-24

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Basic Information

Elm Community Charter School
79-17 51st Avenue
Elmhurst, NY 11373

Founder & Principal: Priscilla Walton | Founding
Director of Operation: Kimberly Placencia
Phone: 347-474-3288

Building Hours

Monday - Friday
7:30 AM - 3:30 PM

Total Number of Students Enrolled: 446

Local Police Precinct

Precinct: 110th Precinct 718 476-9311
Community Affairs: 718 476-9310
Neighborhood Coordination Officers: 718-476-6715
Crime Prevention: 718-476-9326
Youth Officers: 718-476-9364
Officer Moyet - (917) 655-0586
Officer Musso - (917) 435-7615
Officer Sannartino - (917) 689-5638
Officer Cabrera - (917) 274-9055

Local Hospital

Elmhurst Hospital Center
(718) 334-4000

Evacuation Shelter

New Life Fellowship Church
8210 Queens Blvd, Queens, NY 11373

Building Level Safety Plan

2023-2024

The maintenance of order and security in and around Elm Community Charter School is essential to creating a learning environment in which students can meet high academic standards, educators can teach toward those standards, and parents can be assured that their children are learning in a safe and positive school setting.

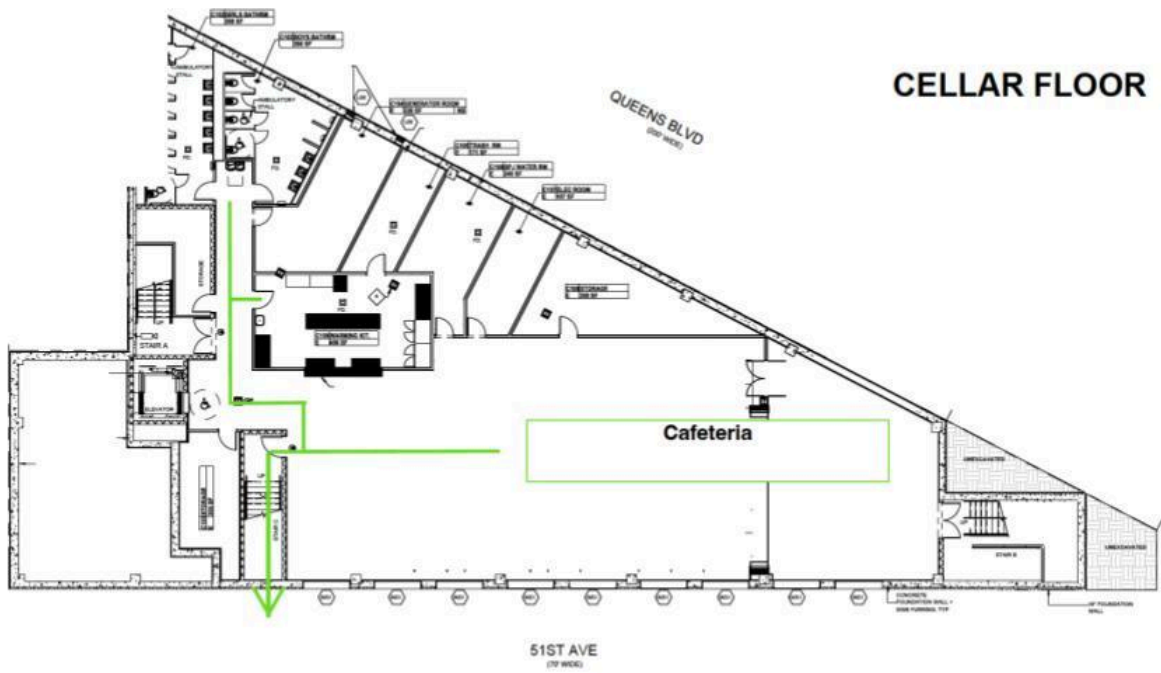
Emergencies must be addressed expeditiously and effectively. Schools are at risk of acts of violence and both manmade and natural disasters. Elm Community Charter School has enacted a Building Level Safety Plan to address these threats. This plan is a comprehensive planning effort that addresses prevention, response, and recovery concerning various potential emergencies within our school.

Our goals in creating and implementing our Building Safety Plan are:

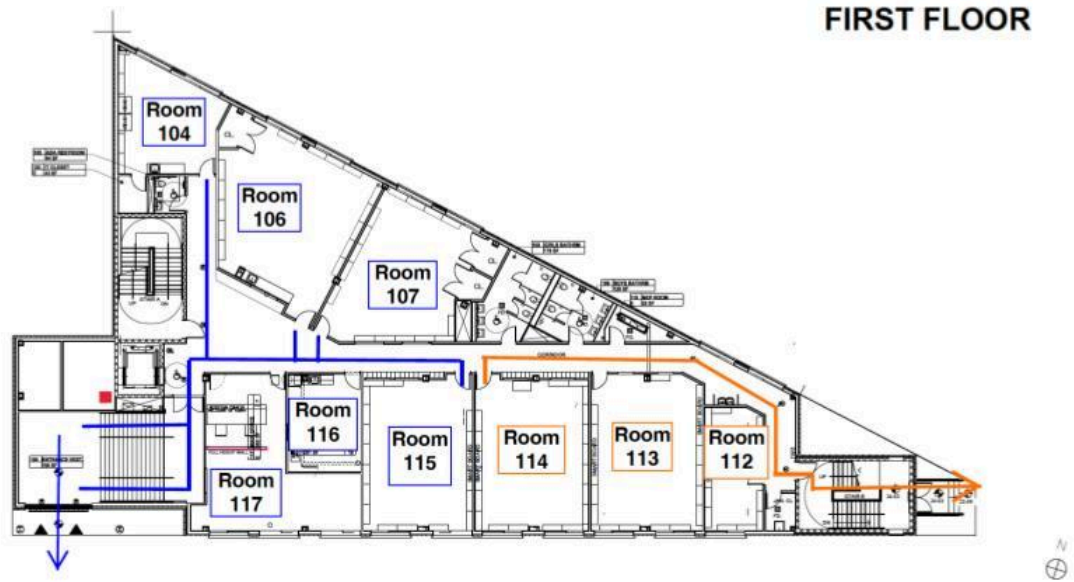
1. To create an atmosphere and set of practices that prevent violence or unsafe conditions.
2. To create/implement a plan to minimize the effects of serious violent incidents and emergencies.
3. To have an effective response plan for all predictable safety concern situations.
4. To produce a document that can be used to inform and train all school constituencies regarding keeping our school safe.
5. Describe our safety procedures, such as visitor control, student evacuation, and other school-specific emergency procedures.

Physical Building Description

Cellar		
Staircase A	Up Staircase	First Floor-Roof
Staircase B	Down Staircase	Cellar- Roof
Staircase C	Down Staircase	51st Ave - Cellar



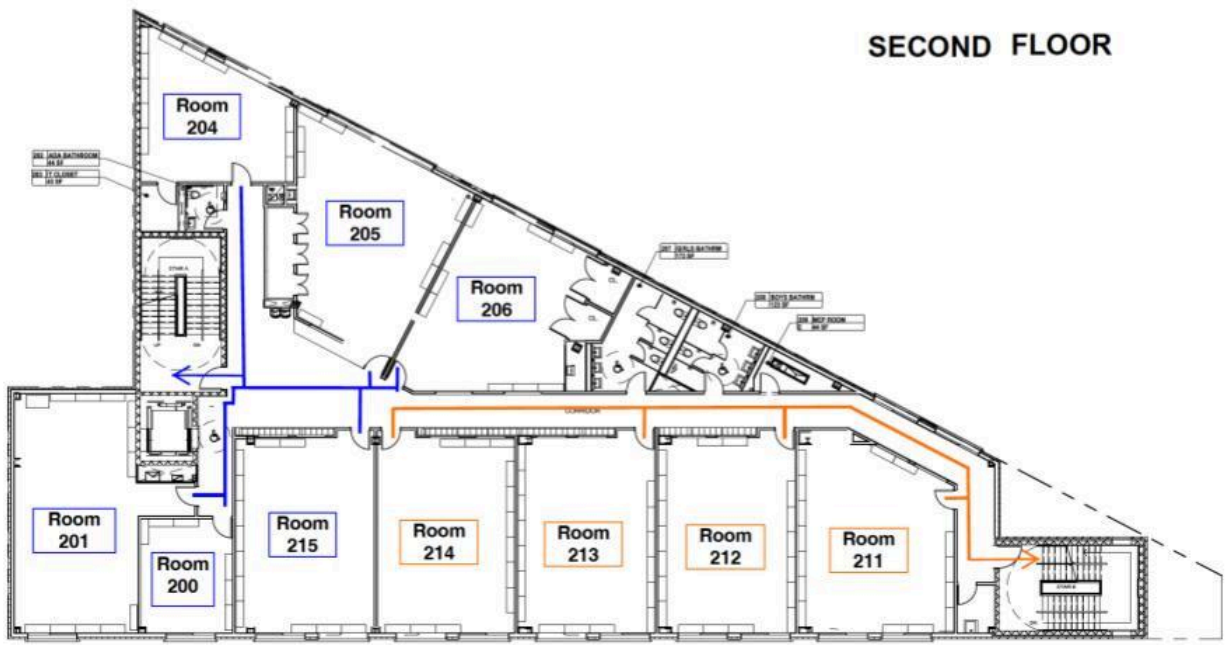
First Floor		
Staircase A	Up Staircase	First Floor-Roof
Staircase B	Down Staircase	Cellar - Roof
Room 104	Teachers WorkRoom	
Room 106	STEM/Creatives	28 Students, 1 Teacher
Room 107	STEM/Creatives	28 Students, 1 Teacher
Room 112	Counselor	Haley Ramirez
Room 113	Kindergarten	28 Students, 2 Teachers
Room 114	Kindergarten	28 Students, 2 Teachers
Room 115	Kindergarten	28 Students, 2 Teachers
Room 116	Nurse Office	
Room 117	Main Office	Operations Team



■ AED Defibrillator

Second Floor

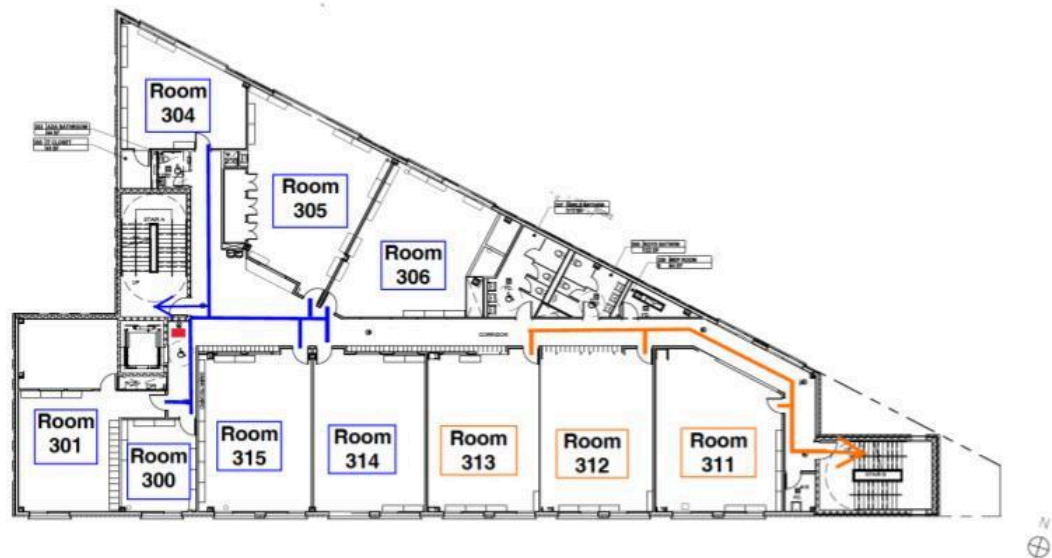
Staircase A	Up Staircase	First Floor-Roof
Staircase B	Down Staircase	Cellar - Roof
Room 200	Counselor	Melissa Sanabria
Room 201	First Grade	28 Students, 2 Teachers
Room 204	Pull Out Room	1 Teacher
Room 205	STEM/Creatives	28 Students, 1 Teacher
Room 206	STEM/Creatives	28 Students, 1 Teacher
Room 211	Second Grade	28 Students, 2 Teachers
Room 212	Second Grade	28 Students, 2 Teachers
Room 213	Second Grade	28 Students, 2 Teachers
Room 214	First Grade	28 Students, 1 Teacher
Room 215	First Grade	28 Students, 2 Teachers



SECOND FLOOR

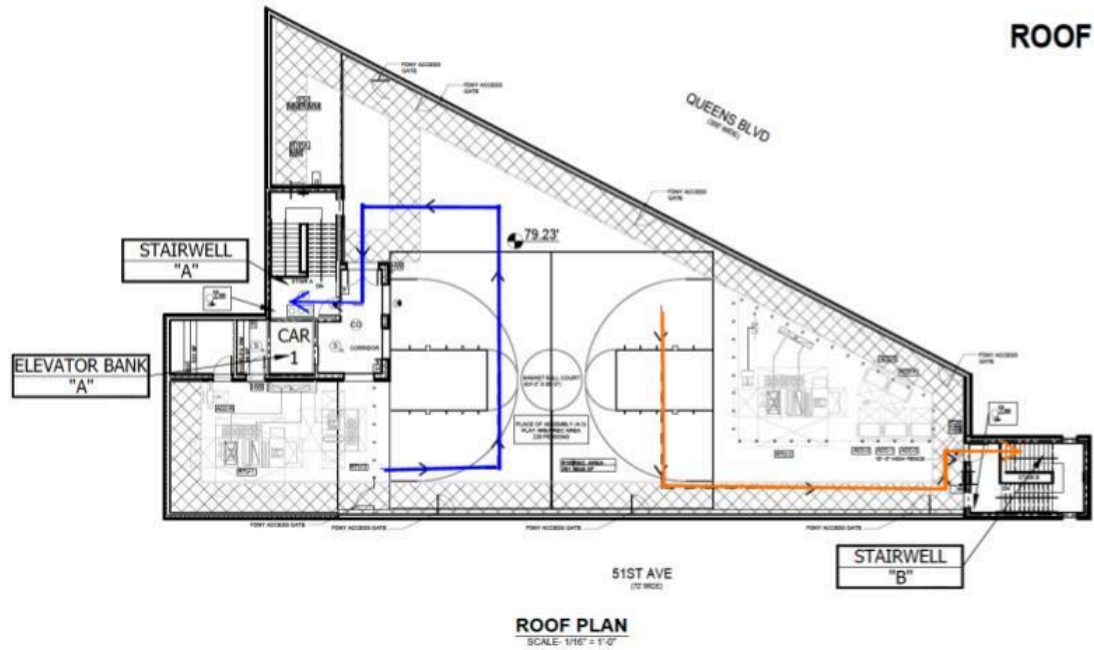
Third Floor		
Staircase A	Up Staircase	First Floor-Roof
Staircase B	Down Staircase	Cellar - Roof
Room 300	Huddle Room	
Room 301	Leadership Office	Leadership team
Room 304	Teachers WorkRoom	
Room 305	STEM/Creatives	28 Students, 1 Teacher
Room 306	STEM/Creatives	28 Students, 1 Teacher
Room 311	Pull Out Room	
Room 312	Third Grade	28 Students, 2 Teachers
Room 313	Third Grade	28 Students, 2 Teachers
Room 314	Third Grade	28 Students, 1 Teacher
Room 315	Third Grade	28 Students, 1 Teachers

THIRD FLOOR



■ AED Desfibrillator

Roof		
Staircase A	Up Staircase	First Floor-Roof
Staircase B	Down Staircase	Cellar - Roof



Training, Drills, and Exercises

Staff will receive appropriate emergency procedure training regularly. The School Safety Team will conduct building-wide fire and evacuation drills 12 times during the school year. A meeting of the School Safety Team to assess necessary improvements and/or alterations will follow each drill. Elm Community Charter School will periodically conduct a test of the Safety Response Plan for sheltering or early dismissal. Transportation and communication procedures will be included in the test. In addition, we will conduct tabletop exercises with local emergency responders to ensure all emergency procedures are practiced. This will include regularly unannounced CPR/AED drills to practice using an automated external defibrillator (AED).

Drills Schedule

Date	Time	Drill Type
9/11/23	10:00 AM	Soft to Hard Lockdown #1
9/19/23	9:00 AM	Fire Drill #1
10/12/23	9:15 AM	Fire Drill # 2
10/31/23	2:00 PM	Fire Drill # 3
11/17/23	1:00 PM	Fire Drill #4
11/7/22	2:00 PM	Fire Drill #5
11/27/23	Dismissal	Bus Drill # 1
12/05/23	1:30 PM	Soft Lockdown #1
12/12/23	9:00 AM	Fire Drill #6
New Year		
01/25/24	1:30 PM	Soft Lockdown #2
01/26/24	Dismissal	Bus Drill # 2
02/08/24	10:00 AM	Fire Drill #7
2/29/24	10:00 AM	Soft to Hard Lockdown #2
3/4/24	9:00 AM	Hard Lockdown #2
03/14/24	9:00 AM	Fire Drill #8
03/28/24	Dismissal	Bus Drill # 3
9/15/23	8:00 AM	Code Blue #1
12/22/23	12:00 PM	Code Blue #2
5/20/24	2:00 PM	Code Blue #3

Make-up Dates (Rain/Snow)

04/15/24

05/20/24

Elm Community Charter School Safety Committee

All members of the school community, including administrators, staff, students, parents, the NYPD, community leaders, and community agencies must engage in meaningful ongoing dialogue and collaboration to ensure safe schools. Creating safety committees at the school/campus level provides a basis for such dialogue and for drawing upon school and community resources to enhance safety. Our Safety Committee meets every month.

2022-23 Building Response Team Members

TITLE	NAME	ROLE
Principal	Priscilla Walton	School Safety Team Head
Director Of Operations	Kimberly Placencia	Safety Team Leader
Assistant Principal	Kayla Cobb	Emergency Officer
Leader	Ali Espsten	School Safety Team Member
Leader	Kizzy Hodge	School Safety Team Member
Leader	Leon Ramotar	School Safety Team Member
Operations Manager	Camila Rojas	School Safety Team Member
Operations Associate	Adrianna Garcia	Incident Assessor
Operations Associate	Yamileht Gomez	Recorder (Note Taking)
Operations Associate	Kenia Manon	School Safety Team Member
Security		School Safety Team Member
School Counselor	Haley Ramirez	School Safety Team Member
School Counselor	Melisa Sanabria	School Safety Team Member
School Counselor	Eileen Taveras	School Safety Team Member

Building Response Team Roles

Role of the Principal and Director of Operations

- The Principal and Director of Operations decide when to activate our Building Safety Plan.
- The Main roles of the Principal and Director of Operations are to ensure continuous communication between the emergency responders, team leader, and the Incident Assessor.
- If the incident is a crime scene, the incident falls under the authority of the NYPD. The Principal and/or Director of Operations will then be the primary liaison between the School and NYPD.

- After the incident is over, the Principal and Director of Operations ensure that the school resumes normal operations in a safe and timely manner.

Role of the Safety Team Leader

- The Team Leader is responsible for providing direction, leadership, and Guidance to Building Safety Team members during an emergency.
- At the onset of an incident, the Team Leader activates the required team roles and provides members with assignments.
- The Team Leader also acts as the communications liaison between the Principal during the incident.
- Only the Principal and Director of Operations can ask the Team Leader to take action and/or responsibility beyond the scope of the Safety Team.

Role of the Emergency Officer

- Per the Team Leader's instructions, the Emergency Officer provides support required from the Safety Team and relays information between the BRT members, the BRT Leader, and the Principal during an incident.

Role of the Incident Assessor

- The primary role of the Incident Assessor is to conduct an on-scene first assessment of the incident or emergency to assess the severity of the situation.
- In the absence of a Recorder on the scene, an IA's secondary role is to collect all essential elements of information from the scene and relay the information to the Team Leader.

Role of the Recorder(Note Taker)

- The Safety Team recorder is responsible for collecting detailed information from the incident's onset to the end phase.
- The recorder is responsible for collecting all essential elements of information from the scene.

Role of the Safety Team Member

- The Safety Team Member is responsible for performing a sweep of the floors being evacuated.
- Once they have swept the floors, they can clear the building with other Building Response Team Members

Role of Security Guard

- The School security guard provides security and ensures the safety of students, faculty and visitors in our school buildings and surrounding premises. They coordinate with our Building Council team and Building Response Teams to respond to concerns of safety. School Safety agents patrol school premises, act as first points of contact at school entrances (verifying identity of school visitors).

Response to Criminal Threats and Acts

Elm Community Charter School Officials are not only required to deal with student misbehavior, but they must also be prepared to respond to threats or acts of criminal behavior, from physical assaults to bomb threats. The Chancellor's regulations and policies contain the procedures for notifying law enforcement officials of school-related incidents or crimes, crimes committed by students or school employees, or medical emergencies.

INCIDENTS INVOLVING POLICE / LAW ENFORCEMENT

In the event that there are incidences requiring law enforcement presence and support including but not limited to: harassment, threat, trespassing, intruders. The Principal or Director of Operations must complete the following steps:

1. If there is an imminent threat, call 9-1-1. Be explicit that it is an emergency and use words such as "trespassing" when appropriate.
2. Whenever possible, contact all youth officers through a group text. Let them know about the situation and whether or not 9-1-1 was called.
3. Note: As of May 2023, youth officer hours are 12PM - 8PM. Special requests need to be made if there is need for law enforcement presence during arrival or the morning.

Youth Officers: 718-476-9364

Officer Moyet - (917) 655-0586

Officer Musso - (917) 435-7615

Officer Sannartino - (917) 689-5638

Officer Cabrera - (917) 274-9055

Full Lockdown | Partial Lockdown | Shelter-In Guidelines

There are several definitions for the term lockdown, the most common of which pertains to a state of containment or a restriction of progression. A lockdown is an emergency protocol to prevent people or information from escaping, which usually can only be ordered by someone in command. Lockdowns are also used to protect people inside a facility or, for example, students and teachers from a dangerous external event.

There may be various levels of lockdown. For example, a **partial lockdown** means the doors outside the building are locked, and people may not exit or enter the building. A **full lockdown** means people must stay where they are and may not exit or enter classrooms or office space. If people are in a hallway, they must go into the nearest classroom or office space.

PARTIAL LOCKDOWN- (EXTERIOR THREAT /INCIDENT...POLICE INVESTIGATION / SEARCH FOR A CRIMINAL / FIRE ON THE BLOCK -NOT DIRECTLY INVOLVING

Elm Community Charter School- The Principal /School Staff / Local Authorities will direct a **PARTIAL LOCKDOWN** to be put in place. This notification will be made to the school community via intercom communication that a Partial Lock Down has been implemented. The school will decide on a code word to transmit the notification of a partial lockdown to staff (a code word can be decided on, or the actual words "Partial Lockdown" can be used). All exterior doors will be locked and secured.

School /Maintenance staff will begin monitoring all exterior doors to ensure they remain locked and secure. The normal interior operational business of the school will continue.. When Elm has been notified that all threats/incidents have been resolved by the Police/ Principal / Director of Operations, the school may return to normal operational functions. The Principal/ Director of Operations will notify staff via Intercom communication that the "PARTIAL LOCK DOWN" has ended, and normal operational functions may continue.

FULL LOCKDOWN (SERIOUS / LIFE THREATENING SITUATION INSIDE OR OUTSIDE THE BUILDING DIRECTLY INVOLVING SICCS /INTRUDER (NO FIREARM) DIRECT THREAT INVOLVING THE SCHOOL)

In the event of a threat/incident inside/outside the school that is a direct threat to the school, The Principal / Director of Operations/Local Authorities will direct that a FULL LOCKDOWN be put in place. This notification will be made to the school community via phones, PA system, radios, or verbal communication that a Full Lockdown has been implemented.

The school will decide on a code word to transmit the notification of a full lockdown to staff (a code word can be used, or the actual words "Full Lockdown" can be used). All exterior doors will be locked and secured. No one will be allowed to enter or exit the building. All Students/Staff using any outside space will immediately enter the building and the nearest classroom/office.

Staff inside classrooms and offices will check the hallways quickly to bring in any students/visitors/ parents or other staff members walking in the hallways at the time of the lockdown. All students/staff will remain in their classrooms/offices. Classroom/office doors will be locked/secured, if possible. A window on the classroom/office door should be completely covered with paper/clothing to block anyone from seeing into the room. All lights and electronic devices should be off or silenced. In addition, desks, chairs, or furniture items may be placed in front of the door inside the classrooms as a barrier. Staff/Students should be positioned away from the classroom door, toward the back of the classroom, and away from windows. Students and staff should remain silent. No students/staff should exit their classrooms or move around the property. Students/staff will follow all orders and directions of the POLICE or FIRE DEPARTMENT. The Principal / Director of Operations / Local Authorities will notify staff, IF NEEDED, via radio, PA system, telephone, or verbal communication notifying staff that the normal operational functions may continue.

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

1. A hallway away from windows and glass
2. An isolated area where ventilation can be turned off if needed;
3. An area that is lower than the first floor and away from the main entrance of your building; and

4. An area with access to emergency resources such as water, cups, blankets, change of clothing, a battery-operated radio, and flashlights.

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

Visitor Control Procedures

Covid-19 Precautions for the 2023-2024 School Year

During the current 2023-2024 school year, Elm Charter Community Charter School will continue to limit the number of visitors in the building. If you are experiencing covid-like symptoms, please refrain from visiting the building.

Upon entering the school building, all visitors must check-in at the welcome desk before they can proceed to the main office. The visitor must present valid identification and sign the Visitor Log via SwipeON. At all times, the visitor must be escorted by Elm Staff to a destination and back to the Main Office.

The visitor check-in process goes as follows:

1. All visitors must check in, show ID, and get stickered/"registered" at the security desk located in the lobby.
2. For late student arrivals, the security guard must check ID, verify that the student and parent are on a roster, and let them into the main office to check their learner in.
3. The welcome desk will then call the main office to get approval for entry. If the main office does not answer, the guest must wait in the lobby until approved by a leader or operations associate.
4. The main office then greets and assists the visitor, verifies appointment using the school visitor calendar, and walks the visitor to the correct location/destination

If a visitor fails to provide proper identification or refuses to sign in, the Operations Associate must call the Director of Operations for explicit permission and may deny entry. If a visitor is observed on the wrong floor or without a Visitor Pass, the visitor will be addressed and may be escorted out of the building.

- Each visitor shows identification, and a visitor's badge is issued.
- Each visitor's time-in and time-out of the building is recorded.
- Each visitor is escorted to his or her location.

Other School Safety Implementation

Every Elm staff member is fingerprinted following their hiring. In addition, every staff member is subjected to a background check.

Infectious Disease Outbreak

The health and safety of our Elm Community Charter School is our first priority. In the case of rising number of infectious/communicable diseases, Elm Community Charter School will adhere to DOH and DOE recommendations and provide families updates regarding any new information that directly impacts our school.

Search Procedures

Students have a constitutional right to be free from unreasonable searches and seizures. A student's person and possessions may be searched only if school officials have reasonable suspicion to believe that the search may turn up evidence that the student is or may be violating the law or department disciplinary standards. The extent and scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Chancellor's Regulations – A-432 (Searches)

I. SEARCHES

Searches of students and their belongings shall be conducted by School Safety Team on behalf of the principal/designee as follows:

A. Search of Students and their Belongings (e.g., book bags, clothing)

1. If there is reasonable suspicion to believe that a student has violated or is violating the law or school rules and regulations, the principal/designee must be so advised. If it is determined that a search is warranted, the principal/designee shall direct the SSA to bring the student to a location designated by the principal/designee. In the event of an emergency, refer to paragraph I.A.7.
2. Once the student has been brought to that location, the principal/designee shall advise the student that the principal/designee has reasonable grounds to believe that the student has violated or is violating the law or school rules and regulations.
3. The principal/designee must be present while the search of the student is conducted, except as indicated in paragraph I.A.7.
4. Prior to conducting a search, the principal/designee shall ask the student whether the student has anything in his/her possession, which he/she is not permitted to have in school. If the student acknowledges that he/she is in possession of contraband, the principal/designee shall ask the student to remove the object from the student's person or belongings.

5. If the student declines to remove the item or indicates that he/she is not in possession of any contraband, the principal shall direct the SSA to search the student. To the maximum extent possible, if the search involves contact with the student, a SSA of the same sex as the student being searched shall conduct the search.

6. If the SSA conducting the search finds an object that he/she believes may be evidence of the student has violated a law or school rule and regulation, the SSA shall ask the student to remove the object. If the student refuses to remove the object, the SSA shall remove it.

7. In the event of an emergency which requires immediate intervention to protect the safety and security of the school community or any individual, a SSA may search a student provided the SSA has reasonable suspicion to believe that a student has violated or is violating the law or school rules and regulations. Once the emergency situation is under control, the SSA shall immediately take the student to the principal/designee and advise the principal/designee of the situation.

8. Under no circumstances shall a strip-search of a student be conducted.

B. Discovery of Contraband (Weapons, Drugs, etc.)

1. Where a student is found to be in possession of illegal contraband, the appropriate procedures must be followed for notification of the police and arrest the student. (See Chancellor's Regulation A-412).

2. Where the police arrest a student for possession of illegal contraband or illegal contraband is found on school property, the police will take custody of and voucher the item seized. 3. School officials must request a copy of the NYPD voucher (property clerk's invoice).

4. If the police do not take custody of contraband discovered on school property, the following procedures apply:

- The principal/designee must voucher the item using a BOE voucher form and envelope. All required information must be included on the form.
- The principal/designee must immediately notify the BOE's Division of Student Safety and Prevention Services (DSS&PS), which will arrange for the contraband to be picked up by the NYPD's School Safety Division. Weapons must be safely secured until surrendered to the NYPD's School Safety Division for transportation.
- When the NYPD arrives to pick up the contraband, the principal/designee must turn over the contraband and voucher in a sealed voucher envelope.
- If a school needs the contraband as evidence in a superintendent's suspension hearing, the principal/designee should contact the DSS&PS, which will make the necessary arrangements.

II. RETURN OF PROPERTY

All property removed from an individual which is not prohibited by Chancellor’s Regulations or which is not evidence of a criminal act must be returned to the individual upon completion of the search.

Intervention Strategies

The school leadership team is responsible for addressing inappropriate student behaviors, which disrupt learning. Administrators, teachers, social workers, and other school staff, are expected to engage all students in intervention and prevention strategies that address student behavioral issues and discuss these strategies with the student and his/her parent(s).

Intervention and prevention approaches may include guidance support and services to address personal and family circumstances; social/emotional learning, such as conflict resolution/peer mediation/negotiation, restorative circles, anger management, stress management, and/or communication skills acquisition; the use of alternate instructional materials and/or methods; enrichment services; alternate class placement; and/or development or review of functional behavioral assessments and behavioral interventions plans which should be developed and/or review as an early intervention strategy.

Fire Drill Procedures

PROCEDURE DURING CLASS TIME

1. Teacher grabs the evacuation packet that includes:
 - o Class Roster
 - o Signal Cards
 - o Evacuation Instructions
2. Teachers place a responsible and attentive student leader in the front of the line and give landmarks for the student leader to walk to. The class follows. A teacher leads the class to the destination area as the second teacher trails behind.
3. Students exit the classroom and hold hands (front and back) single line to ensure further safety.
4. The teacher leads the classroom to ensure there are no safety hazards before evacuating the classroom and the building.
5. The teacher trailing the classroom ensures no students are left behind.
6. The teacher trailing the classroom, closes the classroom door, leaving it unlocked. Students evacuate the building by designated routes to the destination area.
7. In the destination area, the teacher leading the classroom takes attendance and accounts for each child.
8. Students in classrooms other than their own are to remain with that class until permitted to rejoin their class.
9. Students remain in orderly and silent lines until all clear by a Safety Team Member.
10. After returning to the classroom, the teacher takes roll and accounts for each child.

Evacuation Routes	
Floor/Location	Route
Cellar - Cafeteria	<ul style="list-style-type: none">• Use Staircase C• Exit Door C

	<ul style="list-style-type: none"> ● Make a right on 51st ● Walk towards Gorsline Street
Cellar - Gym	<ul style="list-style-type: none"> ● Use Staircase B ● Exit Door B ● Make a right on Queens Blvd ● Walk towards Gorsline Street
First Floor Rooms: 104, 106, 107, 115, 116, 117	<ul style="list-style-type: none"> ● Use Staircase A ● Exit Main Doors ● Turn Right to 51st Ave ● Walk towards Gorsline Street
First Floor Rooms: 112, 113, 114	<ul style="list-style-type: none"> ● Use Staircase B ● Exit Door B ● Turn Left to Queens Blvd ● Walk towards Gorsline Street
Second Floor Rooms 206, 211, 212, 213, 214	<ul style="list-style-type: none"> ● Use Staircase A ● Exit on 1st Floor ● Exit Main Doors ● Turn Right to 51st Ave ● Walk towards Gorsline Street
Second Floor Rooms: 200, 201, 204, 205	<ul style="list-style-type: none"> ● Use Staircase B ● Exit Door B ● Turn Left to Queens Blvd ● Walk towards Gorsline Street
Third Floor Rooms: 300, 301, 304, 305, 315	<ul style="list-style-type: none"> ● Use Staircase A ● Exit on 1st Floor ● Exit Main Doors ● Turn Right to 51st Ave ● Walk towards Gorsline Street
Third Floor Rooms 306, 311, 312, 313, 314	<ul style="list-style-type: none"> ● Use Staircase B ● Exit Door B ● Turn Left to Queens Blvd ● Walk towards Gorsline Street
Fourth Floor Rooms 400, 401, 404, 405, 416	<ul style="list-style-type: none"> ● Use Staircase A ● Exit on 1st Floor ● Exit Main Doors ● Turn Right to 51st Ave ● Walk towards Gorsline Street
Fourth Floor Rooms 406, 412, 413, 414	<ul style="list-style-type: none"> ● Use Staircase B ● Exit Door B ● Turn Left to Queens Blvd ● Walk towards Gorsline Street

PROCEDURE DURING LUNCH AND RECESS

1. Students WALK with the assigned staff member covering their class to the assigned area where their classroom teacher will meet them.
2. Students wait in orderly and silent lines for their teacher, or other supervising adults, to conduct them to their proper assembly area.

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with the assembly area and evacuation route designated for that classroom or area and follow the route and assigned area accordingly.

2. The teacher or supervising adult should use the evacuation packet in each class to account for all students.

ALL SCHOOL PERSONNEL ARE TO PARTICIPATE DURING A FIRE DRILL

Parents, guests, and community people on the grounds during a drill must participate.