



Charles Gallo, Principal
Carlo Schiattarella, Board Chairperson
Derick Spaulding, CEO



School Safety Plan

2021-2022

AECI2

**NYC Charter High School for
Computer Engineering & Innovation**

116 East 169th Street

Bronx, NY 10452

646-741-7470

(Revised, August 2021)



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Purpose

AECI2 is committed to promoting a safe and healthy learning environment where students are secure in their pursuit of educational success. Nevertheless, our school like all other schools, is at risk of acts of violence, emergencies and natural and man made disasters. To address these threats, the school has developed the following safety plan. It is also designed to ensure that the school community is aware of resources for addressing prevention, partnership, early warning signs, and procedures for helping children respond to a violent episode in our school or community. This School Safety Plan is a comprehensive effort that addresses prevention, intervention, response and recovery with respect to a variety of emergencies and incidents that could occur in and around our community and our school.

This safety plan was be developed by the school community and shared with the various municipalities within the community. Police, FDNY, EMS and other municipalities will have access to this plan in the event of an emergency. Throughout the year, various drills will be scheduled, implemented, and evaluated so that safety and security is held to the highest standards. The school administration has secured the D-10 certification from the FDNY for conducting fire and nonfire drills in public and charter Pre-K-12 schools. In addition, the school has upgraded all fire detection and monitoring hardware and is utilizing the newest detection and notification technology currently available in all public buildings.



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Primary Contact Information

School personnel:

Charles Gallo, Principal
Work Number 646-741-7470 ext. 7007

Sally Elam, Operations Coordinator
Work Number 646-741-7470

Local law enforcement officials:

Commanding Officer: Deputy Inspector Charles A. Bello
New York City Police Department - 44th Precinct
2 East 169th Street, The Bronx, NY 10452
Phone: (718) 590-5511
Youth Officer: (718) 590-5526

Representatives from local, regional, and State emergency response agencies:

All emergencies: 911

Local Police Department Contacts:

- 44th Precinct, 718-590-5511
- FDNY: 718-999-3333

Nearest Hospital:

Bronx Care Health System (formerly known as Bronx Lebanon):

1650 Grand Concourse
Bronx, NY 10457
Tel. 718-590-1800

Lincoln Hospital:

234 East 149th Street
Bronx, NY 10451
Tel. 718-579-5000



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NYC Emergency Management Department:

165 Cadman Plaza East, Brooklyn, NY 11201
718-422-8700
Keith Grossman-Director of Emergency Management

Other appropriate incident response persons include:

- Post-Incident Response Team
- Appropriate school personnel
- Medical personnel

School Nurse:

Mr. Adekunce Ocogun
Work Number: 646-741-7470
Location: 116 East 169TH Street, 1st Floor
Bronx NY, 10452

Mental health counselors:

- Avril Guzman, Lead School Counselor, 646-741-7470, Ext. 7004
- Ashley Castellano, School Counselor, 646-741-7470, Ext. 7009
- Tiffany Joa School Counselor, 646-741-7470
- Joseph Martonyi, School Social Worker, 646-400-5566, Ext. 5011

Others who can assist the school community in coping with the aftermath of a violent incident:

- National Alliance on Mental Illness (NAMI) NYC Helpline: 212-684-3264/ 800-950-6264
- Mr. Joseph Martonyi, Social Worker AECI 646-400-5566



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Emergency Response Team

Upon the activation of the School Emergency Response Team, the school's Board of Trustees and its Management Partner will be notified and, where appropriate, local emergency officials will also be notified.

School Personnel:

- **Designated 1st Floor Monitor:** Elvia Duarte, Security
Contact Info:
Work Number 646-741-7470, ext. 7701

- **Designated 2nd Floor Monitor:** Eric Vidal, Dean of Students
Contact Info:
Work Number 646-741-7470, ext. 7702

- **Designated 3rd Floor Monitor:** Avril Guzman, Lead Counselor
Contact Info:
Work Number 646-741-7470, ext 7004

- **Designated Main Entrance:** Jason Surun
Contact Info:
Work Number 646-741-7470

All emergencies: 911

Local Police Department Contacts:

- Carmen Tejada, Community Affairs, 44 Precinct
- 2 East 169 Street
Bronx, NY, 10452-7800
- **Precinct:** (718)590-5511
Community Affairs: (718)590-5524
Crime Prevention: (718)590-5568 - Zoja Shala E-mail: zoja.shala@nypd.org
Domestic Violence Officer: (718) 590-5500/01
Youth Coordination Officer: (718) 590-5526/60
Auxiliary Coordinator: (718)590-5560
Detective Squad: (718)590-5537
- FDNY: 718-999-3333



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Internal Communication

Internal communication includes use of telephones, two way radios, intercom system, and code signals (in case of intruder). These have been developed and will be practiced on an on-going basis. The following methods of communication will be utilized depending on the emergency situation including radio transmission, cell phones and hard-wired phone systems. Notification of parents and families of emergency situations include utilization of the following:

- a. Notification of school safety plan through parent handbook, memos, and school's website.
- b. Phone calls based on student emergency contact cards; emergency contact list will be called by the designated emergency response members;
- c. Weather related notification will follow the local school district
- d. Parental Notification System via electronic School Messenger that can automatically dial all parents and families with a pre-recorded message.

Building Information:

School's Address:

116 East 169th Street
Bronx, NY. 10452
646-741-7470

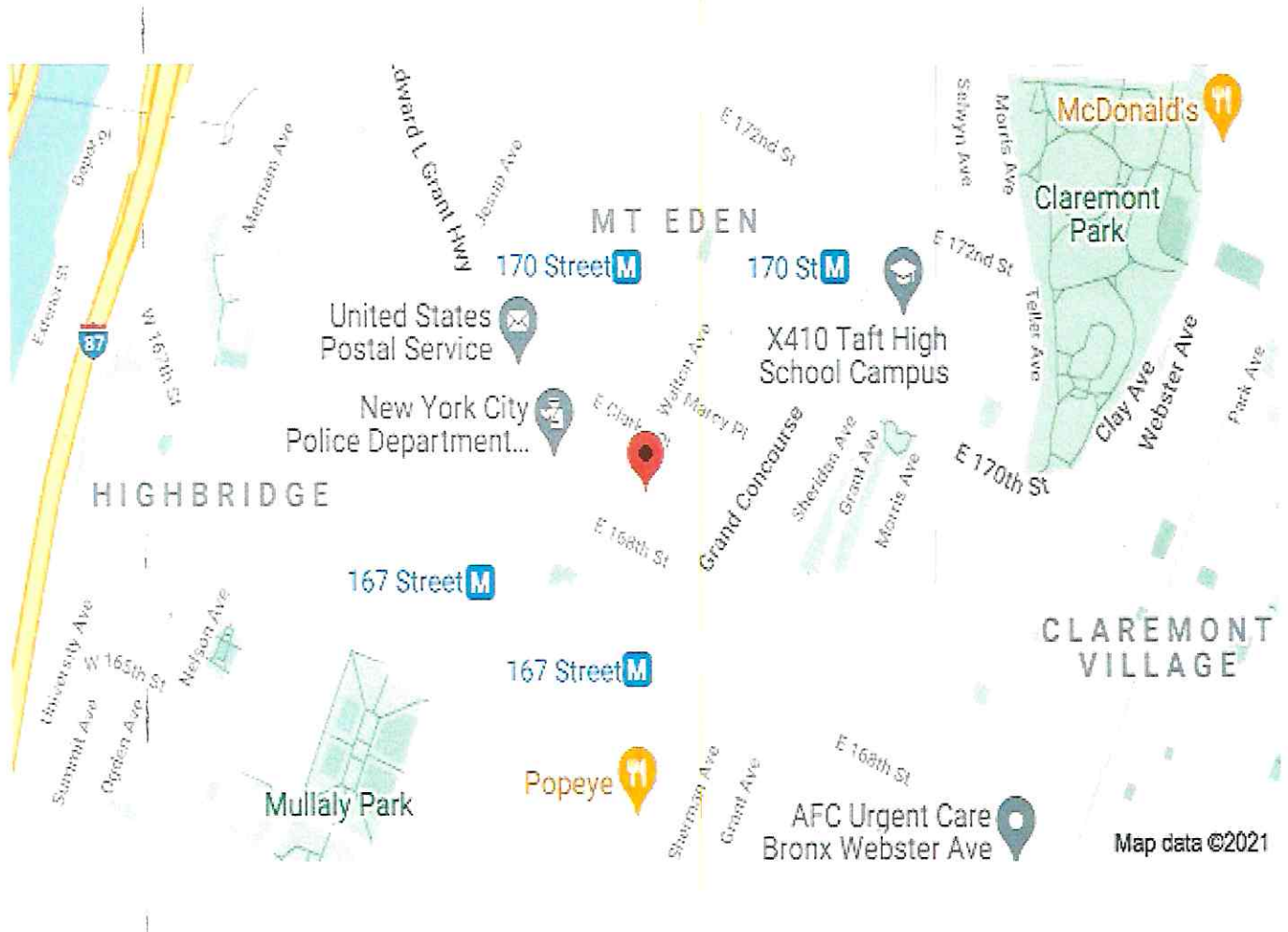


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Road Maps

Street map of immediate and surrounding area. Retrieved on 8/27.2021)





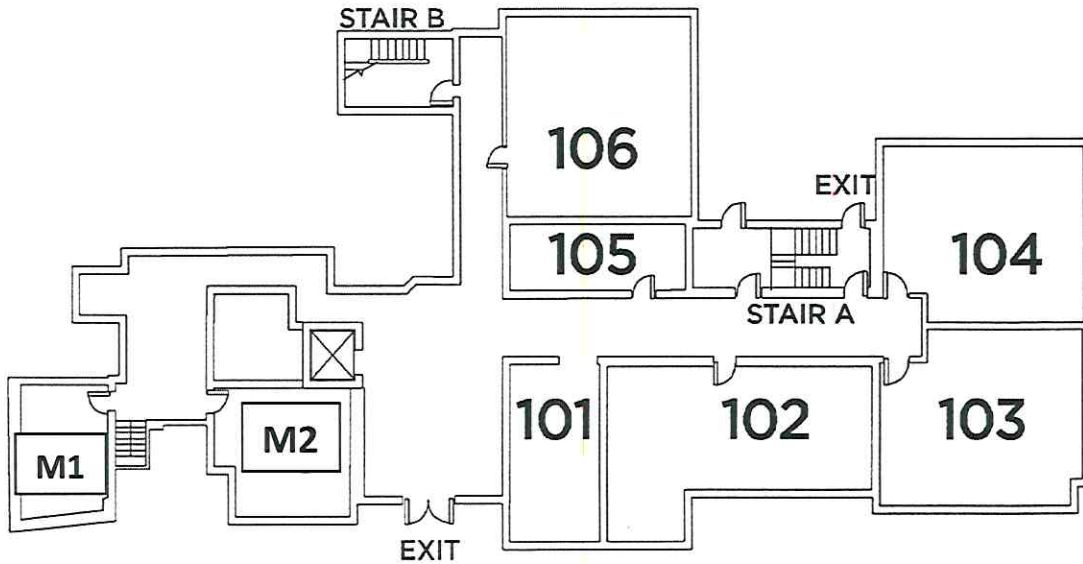
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First Floor Plan



**IN CASE OF EMERGENCY, DO NOT USE ELEVATORS
USE STAIRWAYS, EMERGENCY PHONE #911**





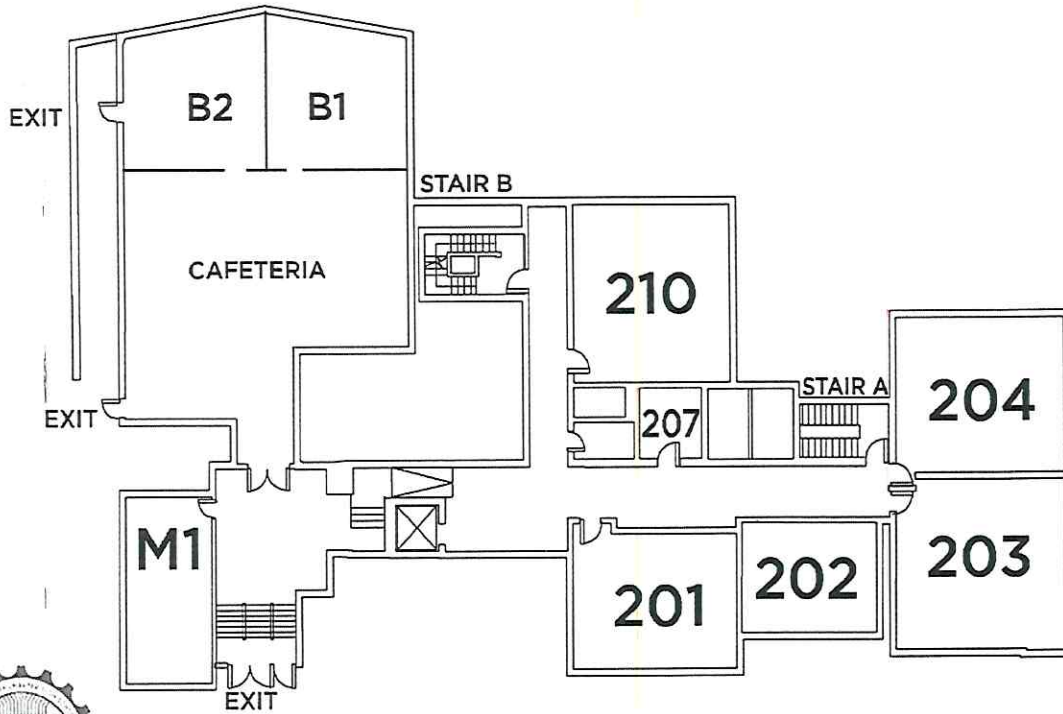
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Second Floor Plan



**IN CASE OF EMERGENCY, DO NOT USE ELEVATORS
USE STAIRWAYS, EMERGENCY PHONE #911**

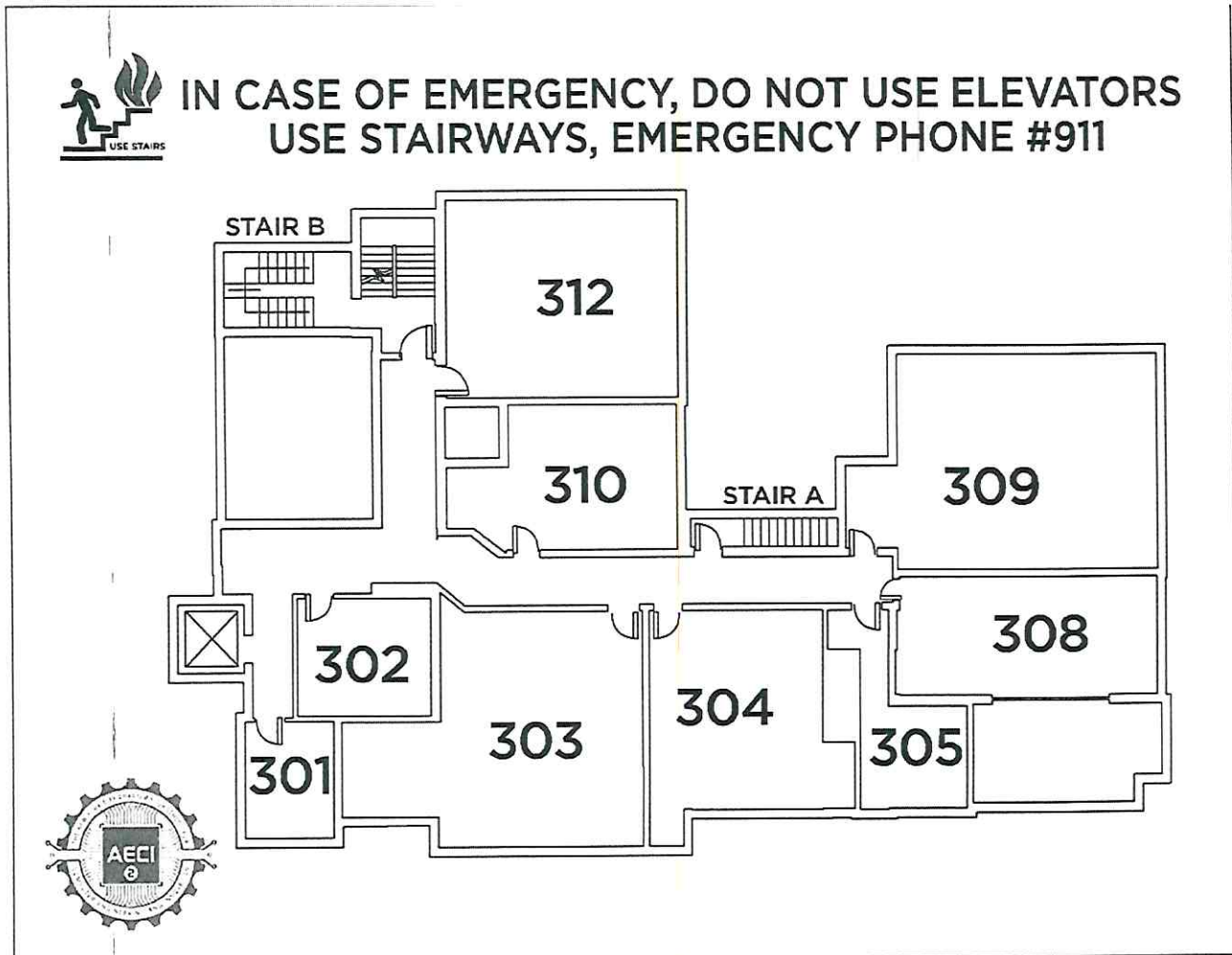




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Third Floor Plan





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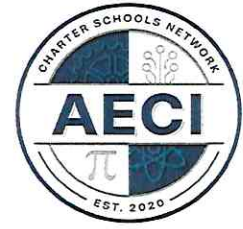
Emergency Staff Assignments

In case of emergency, school staff will be deployed to specific locations in order to direct and monitor the emergency situation/evacuation as follows:

<u>Name</u>	<u>Location</u>
Charles Gallo, Principal	1 st Floor Main Office
Front Desk Agent/Security Guard	1 st Floor Main Entrance
Mary Ann Diaz, Enrollment Coordinator	1 st Floor Emergency Exit Only
Eric Vidal, Dean of Students	1 st Floor, Staircase A
Aimy Rivera, School Aid	1 st Floor, Staircase B
Mara Lasante, Assistant Dean/PC	2 nd Floor Staircase A
Ashley Castello, Counselor	2 nd Floor Staircase B
Henry Ortiz, Operations Assoc	3 rd Floor Staircase A
Sally Elam, Operations	3 rd Floor Staircase B
Diane Vazquez, Security	Gym



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Facilities: Building Entry/Health & Safety

The school has purchased numerous safety devices to ensure the protection of staff and students. An inventory of supplies will be maintained by the operations team to ensure that an adequate supply of materials is available. Staff will also inspect their area each day and notify operations if additional supplies are needed. For entry into the building, the school has implemented the following systems and protocols:

1. “Airport Style” Thermal Imaging Temperature Scanning Devices - for all students, staff and visitors at each first-floor entry point
2. Tele thermographic System - which converts infrared radiation into body temperature measurement.
3. Touchless Forehead Thermometers
4. Face masks
5. Gloves
6. Plexiglass Shields - offers protection from sneezes and coughs during person-to-person interaction at front desk stations and welcome centers.
7. Hand Sanitizer
8. Disinfecting Wipes

When entering the building, all students will go through a thermographic temperature scan to verify no fever is present. Once checked at the main entry on the first floor, students will go to their locker and place all items in it before proceeding to their first period class. As mandated for the 2021-2022 school year, face masks/ face shields must be worn at all times by staff, students, and visitors. Any student with health conditions may utilize the elevator to go up the stairs to their class.

<p>Before Entering the Building</p>	<ul style="list-style-type: none"> ● Before coming to school, if a student has a fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss or taste or smell, sore throat, congestion or runny nose, upset stomach, or come into contact with someone who has tested positive for Covid-19 they should stay at home. A parent should contact the school and inform the main office when the child will return. ● Staff will complete an online health assessment survey each day before arrival to school. ● Students arriving to school via public transportation should practice
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	<p>social distancing and wear a mask for the duration of their travels.</p> <ul style="list-style-type: none"> ● All staff, students and personnel must wear a mask throughout the day. If a student does not have a mask, one will be provided to them. ● All students, staff, parent visitors, guests, contractors and vendors will enter through a bio scanning machine that will identify body temperatures above 100 degrees. Any individual who scans with a high body temperature (fever) will be redirected to an isolation room. ● A second temperature scan will be done in isolation and if a fever is present, the parent will be immediately notified. The student must be picked up within 1 hour of notification. ● Instructions will be given that current policy requires all employees, adult visitors and students to wear a face mask whenever social distancing cannot be maintained.
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Arrival	<ul style="list-style-type: none"> ● Once students enter the building and are cleared at the bio scan, they will be directed up to their respective floor to their classrooms. ● The number of individuals in the elevator will be limited. ● They will immediately proceed to their assigned classroom.
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Procedures

In the case of an emergency, the loud-speaker system will be used to communicate the emergency. The entire school community will be directed to follow specific protocols to enforce safety for the entire school. Evacuation procedures outlined by the NYC FDNY will be followed, and students will be directed by assigned staff to follow specific evacuation paths as per posted information based on their location.

Building Evacuation

In certain instances of a serious nature, which necessitate evacuation and the main building has become inaccessible; an Evacuation Location will 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 schools’ administrators, NYPD, EMS, NYSED, and parents/guardians.



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This Evacuation Location cannot be within the building that has just been deemed unusable. The area/location for this meeting place:

Walker Memorial Baptist Church
120 East 169th Street
Bronx, NY 10452
Phone: (718) 588-4262

If this location is not able to provide shelter, students will be directed to the secondary meeting place:

A.E.C.I./NYC Charter High School For Architecture, Engineering
& Construction Industries
838 Brook Avenue
Bronx, NY 10451
646-400-5566

Decisions to conduct fire drills and/or evacuate are made by the Principal in collaboration with local police and FDNY. Procedures for fire drill evacuation are outlined below:

- A. Upon hearing the fire alarms sound, teachers should immediately begin building evacuation as per the procedures outlined below. Everyone must leave the building regardless of weather conditions.
- B. At the first signal, teachers pick up the red emergency folder with attendance rosters, inform students that this is a fire drill and that everyone will be directed to silently and quickly form a line in order to leave the building. Students should leave their belongings in the classroom. All classroom doors should be closed and the lights turned off once the last student has exited.
- C. After exiting the classroom, teachers should lead the students in a line quietly out of the building from their classroom to their respective designated safe assembly area, via the assigned evacuation route.
- D. In all cases, teachers will select the safest route, not just the assigned route. Evacuations routes by classroom are outlined below:
 - a. Classrooms and offices in 303, 304, 305, 308, 309, and 310 should proceed to Staircase A located in the middle of the hallway and exit down to street level at the first floor.
 - b. Classrooms and offices located in rooms 301, 302, and 312 should proceed to Staircase B located at the far end of the hallway and exit down to street level at the first floor.
 - c. Classrooms and offices in 201, 202, 203, 204, and 207 should proceed to Staircase A and exit down to street level at the first floor.



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- d. Classrooms and offices located in 210 should proceed to Staircase B and exit down to street level on the first floor.
 - e. Classrooms and offices in the cafeteria including B1 and B2 should exit out from Exit D and proceed to the designated waiting area outside the building on Walton Avenue.
 - f. Offices located in M1 and M2 should proceed to the secondary emergency egress to exit the building.
 - g. Classrooms and offices in 103 and 104 should proceed to Staircase B and exit out through the back parking lot, then on to the sidewalk area on Walton Avenue.
 - h. Classrooms and offices in 101, 102, 105, and 106 should exit out from the Main entrance then report down to the assembly area.
 - i. Individuals in the gym will exit through the side door. A security agent will direct them upon exiting and will assemble near the corner of Walton avenue and await further instructions.
- E. Once at street level, all students exiting the gym should turn right and walk to 169th street and Walton Avenue. Students exiting the Main will walk up towards the Grand Concourse and await further instructions.
- F. Designated Floor Monitors as per School Safety Plan will be appointed to each floor to assist in the evacuation and are responsible to complete the following steps:
- a) Designated Floor Monitors will assist all teachers on the 2nd and 3rd floors by directing them to their respective staircases.
 - b) Once the hallways are clear of all students, the Floor Monitor will conduct a check of each classroom, office space and bathroom to ensure they are empty.
 - c) Once all the rooms have been checked, the floor monitor will use their radio to communicate that the floor is clear before proceeding to the closest exit and down to the first floor at street level.
- G. Floor Plans are available in the Director of Operations' Office
- H. Telephone, Fax or Radio Transmitters will be utilized for internal communication when the situation allows.
- I. If the building cannot be re-entered, students and staff will be evaluated with attendance information to be sent to the evacuation location as identified in the Safety Plan.
- J. Principal/Administration will identify location, number, and extent of injured. If necessary, administration will get the victims' home contact information and make notifications as needed.
- K. Principal will notify arriving agencies with pertinent and vital information.
- L. If the building cannot be re-entered, transportation will be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians will be called and advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.



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M. School administration will complete and file an incident report within 24 hours and send it to Regional Director.

Medical Emergency Response Information

AECI 2 has a school nurse located on the first floor. When a student is in school and feels sick he/she must inform their teacher or an administrator who will send them to the Main Office for a pass to see the nurse. Conditions occurring at home should be resolved before coming to school. Please note that:

- The school is not responsible for medical bills occurring at school.
- The school staff does not diagnose illnesses. Students who are unable to remain in class because of illness will be sent to the nurse. Parents will be contacted to make transportation arrangements for students too ill to stay in school.
- No student will be allowed to leave the school without parent notification. If ill, the student should be given care at home or, if the condition persists, the student should seek medical attention.
- Arrangements to leave school because of illness or injury must be made through the school office wherein a parent or previously authorized individual picks up the student. Students will NOT be released unless signed out by a parent or guardian.
- AECI2 follows the recommendations of the NYC Department of Health in excluding students with communicable diseases from school. Students must present a written document issued by the Department of Mental Health or a physician upon returning to school and before being readmitted to school.
- If a student exhibits signs or symptoms of covid 19, the student will immediately be brought to a designated isolation room and the nurse will be called to evaluate the symptoms. If the school nurse suspects a student may be covid 19 positive, the parent/guardian will be notified and must pick up the child within 1 hour of notification. Student may not return until medical clearance is provided.

3. Injury or Illness

All injuries must be reported to the nearest staff member in charge or to the Main Office.

Parents are notified if their children are injured at school. There is no school insurance to cover medical costs. In case of injury, AECI 2 will provide basic first aid assistance. An ambulance will be called for more serious situations with confirmation by the school nurse.

If a student feels sick at school, he or she should tell the teacher and be released to go to the Main Office to get a pass to the nurse. Students cannot be released until a parent or guardian listed on the emergency card comes to pick them up. Therefore, it is imperative that **the parent and emergency contact information be kept current**. When called, the parent MUST make arrangements for the child to be picked up within a reasonable amount of time.



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4. Emergency Forms

Every student is required to have a completed and up-to-date emergency contact form. The form must be properly signed and on file in the school office. It is the responsibility of the parent and student to have on record with the school *at all times* a working phone number for the school to contact a parent or guardian. A working phone number for an emergency contact is required so the school may reach the emergency contact when a parent/guardian is not reachable during an emergency or to discuss academic progress.

5. Student Medical Records

Our school nurse will be actively involved in school health programs. Our school nurse will:

- schedule students for physician assessments if needed.
- give prescribed medicine to students with a medication administration form (MAF) on file.
- provide prescribed nursing services to students with a medically prescribed treatment (non-medication) form on file.
- monitor students with chronic health problems, and inform parents if health problems are getting worse.
- teach classes on asthma management (Open Airways) and diabetes prevention (HOP).
- run programs like Connecting Adolescents to Comprehensive Health (CATCH) and Screening the At-Risk Student (STARS).

All student medical records will be stored in a locked file cabinet in the Nurse's office. Any medication that is stored in the Nurse's office will be kept in a separate locked cabinet. The required documentation for the administration of medication will be kept by the school's nurse and filed appropriately. The school nurse will have a separate office and will be the sole staff member to occupy this office. All materials and supplies will be provided to the nurse including a dedicated desktop computer, office supplies, and desk phone. Annual student health physical examinations will be addressed by both the school's parent advocate and the school nurse. Any student who is deficient in their immunization status will be notified of the missing immunizations and a written notification letter will be sent home to the family/parent guardian. AECI2 will follow the guidelines set forth by the NYCDOE and the DOH regarding the notification and 30-day exclusion policy which states:

“Schools should review the Immunization Deficiency report (RHIL) in ATS, and follow up with families of non-compliant students by issuing the SH-89 Immunization Warning Letter. Students who fail to receive the required age-appropriate vaccines, present a catch-up schedule from their medical provider,



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or submit a medical exemption from vaccination must be issued the SH-88 Exclusion Letter and be excluded from school 14 days after the warning letter was issued. For students who are transferring from out of state or from another country, the 14 day limit may be extended to 30 days”.

All medical forms and policies will be utilized in the same manner as last year. The nurse will utilize all medical forms provided by the NYCDOE from the DOE site located at <https://www.schools.nyc.gov/school-life/health-and-wellness/health-services>.

Dismissal

Dismissal will occur at 3:10 and 4:00 pm to accommodate staggered dismissal and maintain social distancing. Students will be released by grade levels. As each group leaves the building, another grade will be dismissed until all are out of the building. Grades 9 and 10 will be released at 3:10 and grade 11 will be released at 3:58 PM. Students will utilize the stairway to exit the building at the end of the school day. Monitors will be placed on each floor accordingly to monitor the movement down and outside of the school building. Staff will be posted outside the building to help disperse students off the block.

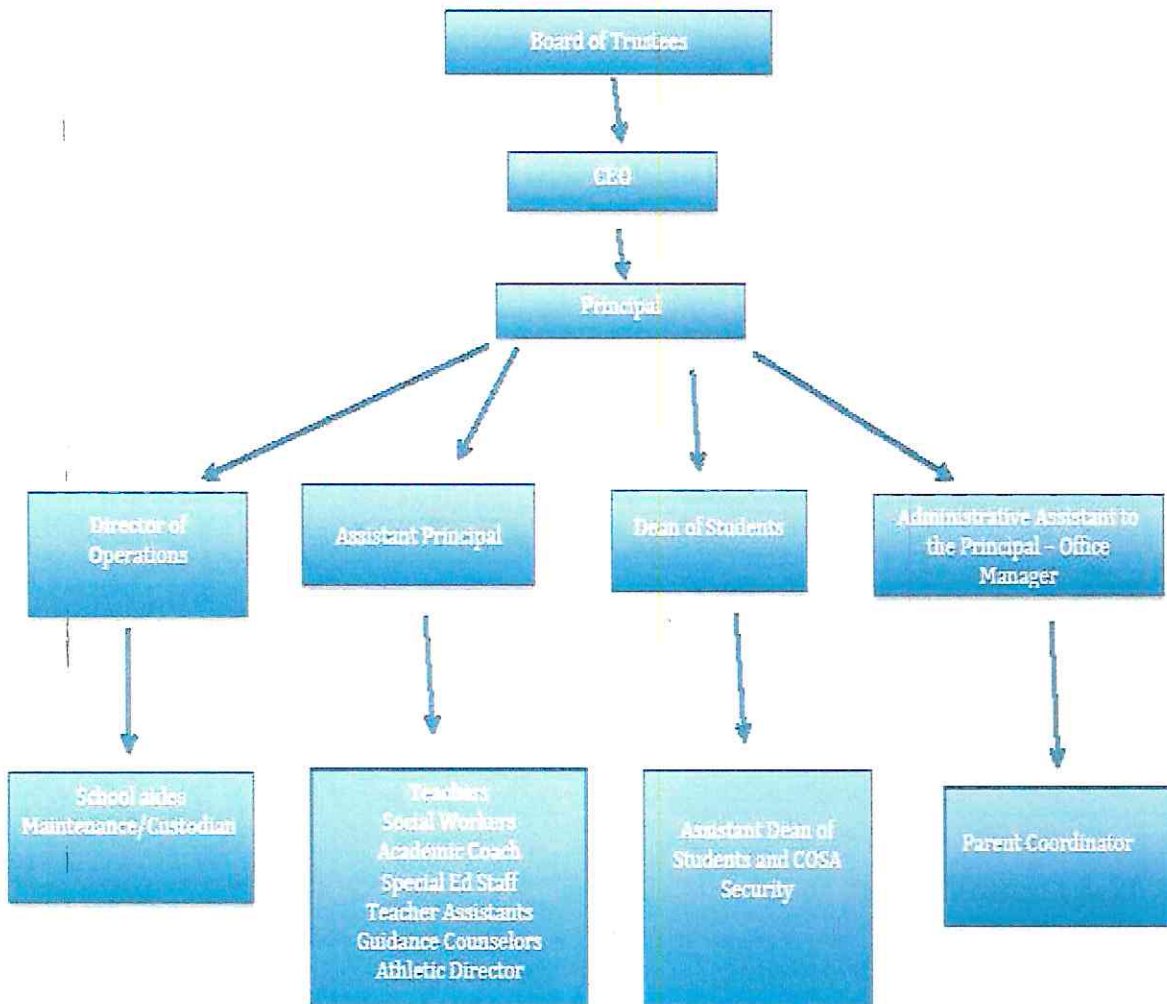


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AECI2 Table of Organization

AECI2 Charter High School for Computer Engineering and Innovation
Organization Chart – 2021-2022





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Signature Page

The following staff were provided with a copy of this safety plan and attended a meeting held on September 9, 2021 to discuss content and provide feedback. By signing this document, all staff members acknowledge the dissemination and discussion of this plan and that a briefing was held to discuss content.

Principal Name: Charles Gallo

Signature: Charles Gallo

BRT Team Leader: Name: Eric Vidal

Signature: Eric M. Vidal

BRT Emergency Office: Name: Avril Guzman

Signature: Avril Guzman

BRT Emergency Officer: Name: Ashley Castellano

Signature: Ashley Castellano

BRT Incident Assessor: Name: Henry Ortiz

Signature: Henry Ortiz

BRT Incident Assessor: Name: Sally Elam

Signature: Sally Elam

Special Needs Coordinator: Name: Alison Corbie

Signature: Alison Corbie

Special Needs Coordinator: Name: Richard Trauner

Signature: Richard K. Trauner

Assembly Point Coordinator: Name: ^{Anne} Mary Ann Diaz

Signature: Maryanne Diaz

Assembly Point Coordinator: Name: Mara La Santa

Signature: Mara La Santa

BRT Recorder: Name: Tiffany Joa

Signature: Tiffany Joa

BRT Recorder: Name: Elvia Duarte

Signature: Elvia Duarte