

Bronx Global Learning Institute for Girls

The Shirley Rodriguez-Remeneski School

District-Wide Safety Plan 2026-27

Introduction

Implied or Direct Threats of Violence

BGLIG has established policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves, which include suicide.

All threats of violence are taken seriously at BGLIG. Threats of violence from children will be reported to the parent, police and/or ACS based on the situation and appropriateness as determined by the Principal, Assistant Principal, and Business Operations Manager. The Principal will take appropriate follow up actions. Threats of violence from adults will be reported to the police.

All threats of suicide are considered serious. In emergency situations, call 911. Staff must follow up with the person that heard or learned of the threat and gather details. A member of the Student Support Team should notify the principal, the assigned counselor for risk assessment, and the parents or guardians of the student. School staff will encourage parents to call 911 (if the school has not already called 911) or to take the student to ER for risk assessment. School staff will provide parents with mental health resources including referrals and mental health contact numbers. A link to mental health resources for educators compiled by the New York State Education Department is here.

Acts of Violence

BGLIG has established policies and procedures for responding to acts of violence by students, teachers, other school personnel as well as visitors to the school.

When a student engages in behavior that poses a substantial risk of serious injury to the student or others, schools must determine the appropriate way to manage the behavior and consider whether the situation can be safely deescalated by school staff as set forth below. In such situations, the following procedures must be followed:

1. The principal/designee must be notified of the situation and must attempt to reach the parent.
2. Every effort must be made by responding school staff to safely de-escalate the behavior where possible using strategies and interventions for addressing a behavioral crisis.
3. If the classroom teacher or the responding staff member is unable to de-escalate the behavior, the teacher/staff member should seek assistance from other appropriate staff and resources including the Principal, the Assistant Principal, or a member of Safety Leadership Team.
4. Where a student's behavior poses an imminent and substantial risk of serious injury to himself or others and the situation cannot be safely addressed by school staff or the support services set forth above, the principal must call 911. In such situations where it is not practicable to contact the principal, the responding staff member/School Safety Agent must call 911 and immediately thereafter notify the principal.

Additional procedures are outlined in detail in the Building Safety Plan.

Prevention and Intervention Strategies

BGLIG has established appropriate prevention and intervention strategies. The administration of BGLIG and the school's assigned Safety Agents have a good working relationship with the NYPD's local precinct. The school also has good working relationships with local emergency response agencies and medical personnel. Building personnel including emergency teams and safety agents receive training, including de-escalation training, fire safety training, use of emergency technology and communication tools, training regarding exits/potential emergency spaces/location of firstaid tools, and AED/CPR training for designated personnel.

Accomplishing BGLIG's mission requires maintaining a safe and positive learning environment for teachers and students. A safe learning environment is at the very core of BGLIG's school culture. Teachers are trained in school safety and conflict mediation through professional development programs. BGLIG teachers model appropriate behavior and teach character and values as part of daily instruction during our extended school day. The school community plays no small part in maintaining a safe and positive learning environment, with active participation in school-wide events and participation in the Parent Council. The school coordinates mentoring programs and ensures that any incidents that may endanger school safety are dealt with effectively and expediently. This includes any threat, implied or direct.

Contacting Appropriate Law Enforcement Officials

BGLIG has established policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident. In the event of a safety issue which requires a response from the police, staff are directed to escalate within the local precinct. BGLIG will reach out to the local precinct in times of emergencies or particularly egregious situations.

School staff may reach out to the following persons in the local precinct: the Community Affairs Officers, a Youth Officer, or the School Sergeant who oversees the unit of Youth Officers.

Additional procedures are outlined in detail in the Building Safety Plan.

Contacting Parents and Guardians

BGLIG has established policies and procedures for contacting parents, guardians or persons in parental relation to the students of the district in the event of an early dismissal or violent incident and policies and procedures for contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, including suicide.

When a student engages in behavior that poses a substantial risk of serious injury to the student or others, the principal/designee must be notified of the situation and must attempt to reach the parent. In the event of a violent incident or any other emergency-related early dismissal, the Principal or their designee will contact parents/guardians or persons in parental relation to the students. Parents will be contacted via recorded phone message, mass text message, mass email, or bulletin board post on the school's website. Additionally, master lists of parent contacts and emergency contacts are kept in the Main Office and in each of the classrooms.

School Building Security

BGLIG has established policies and procedures relating to school building security, including where appropriate the use of school safety officers and/or security devices or procedures and the duties of staff members assigned to monitor student areas. These policies were developed in collaboration with school staff, the assigned School Safety Agent, and the principals in our co-located building.

The School Safety Agents and other staff who cover the front entrance have received training in maintenance of signin and sign-out logs and in requiring all visitors to show ID and to sign in and sign out. Procedures are in place and practiced for notifying administration and staff of visitors and for not permitting visitors to pass the security desk without notice. If there is a situation where an adult cannot be secured at the security desk, 911 will be called.

Dissemination of Informative Materials

BGLIG staff is trained to detect potentially violent behaviors during regular staff professional development days. Information related to detection is disseminated to families during the enrollment process, and also at regular Parent Council meetings. Clear expectations and information are provided to all students throughout the school year.

Annual School Safety Training

BGLIG has established policies and procedures for annual multi-hazard school safety training for staff and students. This training includes annual training on the emergency response plan, including components on violence prevention and mental health.. Further, new employees hired after the start of the school year shall receive training within thirty days of such hire or as part of SA's existing new hire training program, whichever is sooner.

Bomb Threats

All Bomb Threats

- All communications by LAND LINE or IN PERSON ONLY (No radio or cell phone transmissions).
- CALL 911 and EIC, (718) 935-3210.
- Provide the following information: Your NAME and TELEPHONE NUMBER, ADDRESS of the school/facility, DESCRIPTION of the threat, and LOCATION of bomb inside the building (if known).
- Follow instructions provided by 911 operator.
- TURN off all RADIOS, WIRELESS DEVICES, CELL PHONES, BLACKBERRIES, etc. Such devices MAY cause a bomb to detonate.

Bomb Threat By Phone

- CHECK caller ID to see if there is a number and note down.
- KEEP the caller ON THE LINE as long as possible (Do not hang up on the caller).
- LISTEN CAREFULLY, be polite and SHOW INTEREST.
- Try to KEEP the caller talking so that you can gather more information.

- ASK the following questions:
    - WHEN is the bomb going to explode?
    - WHERE is the bomb right now?
    - WHAT does the bomb LOOK like?
    - What KIND of bomb is it?
    - WHERE are you CALLING FROM?
    - WHY did you place the bomb?
- STAY ATTENTIVE to the following:
    - BACKGROUND sounds and other identifying information on caller's location ○ Voice Characteristics & Speech Patterns
- Try to WRITE DOWN or record the conversation. (Use BOMB THREAT CHECKLIST on next page.)
- Write down the exact TIME the call was received and the LENGTH of the call. ● Dial *69 (return call) or *57 (caller ID).

Bomb Threat By Letter, E-Mail, Voicemail, Fax, Graffiti

- PRESERVE threat evidence; do NOT delete or erase.
- Do NOT handle the item and isolate if possible.
- MAINTAIN crime scene. Do not clean anything around the area.

Notify

- IN PERSON or on a LAND LINE ONLY, notify Principal or BRT Leader and SSA or Supervisor, and EIC (No radio or cell phone transmissions). ALERT them to the situation and the phone call that was made to 911, and PROVIDE a description of the threat.
- If evacuation is necessary follow GRP Protocols for evacuation and the procedures as shown in Section 7, Emergency Assignments, Egresses, and Relocation Sites, and assist as necessary.
- In cases where a reported/suspected explosive device is found, the ranking NYPD member at the scene is in command. They will consult with ranking Fire Officer and other City Officials, if present, to determine if further evacuation is required or if emergency action taken should be expanded or curtailed.
- If evacuation is not necessary, initiate the procedures for a Soft Lockdown and assist first responders with a search of the building, if requested. No one is to re-enter the building/affected area without authorization from appropriate agency.
- If building cannot be re-entered, Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, parents/guardians need to be called and advised of the situation; staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup. *Follow Up*

- VERIFY that the Principal notified the EIC.
- OBTAIN written statements from all witnesses and deliver to Principal only if approval is given by NYPD Incident Commander.
- ENSURE that the Bomb Threat Checklist from SSP is filled out.

Intruders

If an intruder is discovered in the building, the School Safety Agent will determine whether it is necessary to initiate General Response Protocols. The General Response Protocol (GRP) outlines the initial response to a variety of conditions that may occur inside or outside of a school building that would require the administration to either Evacuate, Shelter-In, or Lockdown the campus. Each protocol has specific staff and student actions that are unique to each response. In the event that a student or staff member identifies the initial threat, calling 911 and administration is required.

GRP actions include evacuation, sheltering-in, and lockdown. GRP procedures have been collaboratively developed with the leaders of co-located schools, and are outlined in detail in the Building Safety Plan.

Shooting (Outside of School) or Hostage Situation

Please note: Schools may decide to, or be directed to Shelter-In or conduct an Evacuation. They must be prepared for both scenarios.

NOTIFY Principal/designee, Borough Safety Director and the NYPD School Safety Agent or Supervisor.

Follow the GRP protocol for Shelter-In, as outlined in previous section.

CONTACT:

- 911 – Be prepared to provide:
    - Your NAME and TELEPHONE NUMBER
    - ADDRESS of the school/facility
    - DESCRIPTION of the situation (including number of people involved) and location
    - DESCRIPTION of the shooter / hostage taker
    - TYPE of weapon, if any
- ENTRANCE for first responders to use, if possible
- Emergency Information Center / Communications Control Center, 718-935-3210 ● BRT Leader (who should activate the BRT)

Decision to Shelter-In should be made by Principals/BRT Leader in consultation with NYPD SSD.

Note: in some cases the Shelter-In may require the assigned BRT members to report to their assigned exit doors.

The Incident Assessor should report to all posts and ensure that BRT members have the required equipment. Floor Wardens should be deployed to each floor to assist in the Shelter-In, and assist in assessing conditions throughout the building to determine if an internal relocation of some classes is required.

If determined in conjunction with first responders, Evacuate the premises following routes outlined in Section 7, Emergency Assignments, Egresses, and Relocation Sites.

If the building cannot be re-entered, evacuated students and staff with attendance information are to be sent to the Evacuation Location as identified in Section 7, Emergency Assignments, Egresses, and Relocation Sites.

Office of Pupil Transportation must be notified for those children who take the bus home.

The BRT Leader should work with first responders to identify the location, number and extent of injured persons. If the victim is part of the school community (staff or student), retrieve the victims' information with home contact numbers and make notifications as necessary.

SSA/Principal will provide respective Supervisors and arriving agencies with vital information. For those children who are picked up from school, the parents/guardians need to be advised of the situation and staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup. Immediate notification to EIC will allow notification to be made to Notify NYC.

Strategies for Improving Communications

BGLIG has established strategies for improving communication among students and between students and staff and reporting of potentially violent incidents.

Every morning, teachers begin the day with morning meetings, during which students are given an opportunity to express their thoughts and concerns. The school coordinates mentoring programs and ensures that any incidents that may endanger school safety are dealt with effectively and expediently. Teachers are trained to establish a positive school and classroom culture, to reward students when they show thoughtfulness and respect, and to address even minor incidents of disrespect. Teachers must supervise bullying "hot spots" (lunch, recess, bathrooms) and create ways for safe reporting of potentially violent incidents. BGLIG encourages students and parents to immediately report potentially violent incidents, bullying, or harassment to teachers, leaders or any other adult.

Designation of District Chief Emergency Officer

BGLIG designates the Chief of Staff as the district chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and ensuring staff understanding of the district-level safety plan. The chief emergency officer shall also be responsible for ensuring the completion and yearly updating of building-level emergency response plans.

The District Chief Emergency Officer will be responsible for:

1. Coordination of the communication between school staff, law enforcement, and other first responders;

2. Leading the efforts of the district-wide school safety team in the completion and yearly update of the districtwide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans;
3. Ensuring staff understanding of the district-wide school safety plan;
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
5. Assisting in the selection of security-related technology and development of procedures for the use of such technology;
6. Coordinating appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan;
7. Ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and
8. Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

Conduct of Drills

BGLIG has established procedures for review and the conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

Fire Drills

The purpose of fire drills is to instruct and train students and staff in emergency evacuation procedures so that they might leave the school building in the shortest time possible and without panic in the event of an actual emergency. On hearing the fire signal (three gongs four times), pupils under the leadership of teachers and other staff must go to the street without delay.

Fire Drill procedures have been collaboratively developed with the leaders of co-located schools, and are outlined in detail in the Building Safety Plan. *Lockdown Drills*

Section 2801 of New York State Education Law requires schools to develop Safety Plans regarding Emergency Response. In accordance with this, schools need to conduct drills and other exercises to test components of the Emergency Response Plan. All Public schools are required to conduct 4 Soft Lockdown drills per year. One drill must be conducted in the Fall Term (by October 31) and one drill conducted during the Spring Term (between February 1 and March 14). The remaining two drills may be conducted at anytime during the school day as determined by the administrative team. Drills must be recorded in the DOE online Lockdown
Drills data entry page within 48 hours of commencement of the Drill.

Lockdown Drill procedures have been collaboratively developed with the leaders of co-located schools, and are outlined in detail in the Building Safety Plan.

Sheltering-in Place Drills

The purpose of sheltering-in place drills is to instruct and train students and staff in emergency procedures so that if they are prevented from leaving the room for an extended period of time, they will know what actions to take without panicking in the event of an actual emergency. Sheltering-in place drills will be practiced in the classrooms with students and staff moving away from the windows. In the case of a real emergency, local law enforcement/public safety officials will make the determination that staff and students should remain inside during the disaster. NYPD and School Safety Agents will be included in these drills.

Sheltering-in Place Drill procedures have been collaboratively developed with the leaders of co-located schools, and are outlined in detail in the Building Safety Plan.

Review of Drills

Following the first fire drill of the school year, the Chief of Staff or their designee and the Principal or their designee will meet with school security personnel, building staff, and other members of the emergency response team to evaluate the effectiveness of response to the drill. The council will discuss the execution of the previous drills, including the response time, effectiveness of response to novel situations (such as blocked exits), and the level of communication between students, staff, and personnel managing the drill. The council will also create recommendations, as necessary, to improve the execution of future drills or evacuations.

At the beginning of each school year, the Chief of Staff or their designee and/or the Principal or their designee will contact the School Safety Division of the New York City Police Department to schedule a tabletop exercise meeting. This meeting shall include the use of a tabletop simulation or other meeting to determine appropriate coordinated response to likely scenarios outlined in other parts of this plan, as required by law.

Declared State of Disaster Emergency Involving a Communicable Disease

In the event of a state ordered reduction of in-person workforce due to a state disaster emergency involving public health, essential employees will be identified pursuant to local or state orders. Work shifts of essential employees will be staggered to the extent possible to reduce overcrowding on public transportation and at worksites, and in accordance with any state or local orders. BGLIG will also follow protocols for documenting hours and work locations for essential employees, including off-site visits, in accordance with state and local guidance.

Remote work may be provided for nonessential employees in response to high virus incidence or recommendations by our local health officials as a best practice to minimize spread in the community. BGLIG has established policies for nonessential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading, and installation of any needed technology, including software data, and transferring office phone lines to work or personal cell phones as practicable or applicable to the workplace. Nonessential employees that are allowed to work remotely must follow all of BGLIG's policies and procedures similar to essential employees who are working on-site.

BGLIG has established protocols to procure a sufficient quantity of personal protective equipment (PPE) for each essential employee to meet their needs during any given work shift and established procedures for storing and accessing this equipment.

In the event that an employee or student is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease, BGLIG will follow the protocols set forth by the NYS DOH and NYC DOHMH to prevent the spread or contraction in the workplace. BGLIG will also implement requirements determined by the state and local departments of health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.