



**Safety Plan 2024-2025**

**School:** Children At Play Early Intervention Center

**Address:** 40 Merrill Avenue Staten Island, New York 10314

**Phone Number:** (718) 370-7529

**Fax Number:** (718) 370-7551

**Email Address:** [cap@childrenatplayeic.org](mailto:cap@childrenatplayeic.org)

**Total Number of Students Enrolled at Site:** 20

**Building Hours:** 8:00 A.M. to 3:30 P.M. (Monday - Friday)

**Preschool Session Hours:** 8:30 A.M. to 1:30 P.M. (Monday - Friday)

**Bus Company:** Island Charter

**Bus Company Phone Number:** (718) 448-4006

In our continuing efforts to ensure the safety and security of all students and staff, the New York City Department of Education has established guidelines for all early childhood community-based organizations. These guidelines are based on both the Department of Health Code *Article 47.25 Health: Emergencies* and the Administration for Children's Services Division of Child Care/Head Start's *Emergency in Child Care Programs*.

**Our program will follow all procedures indicated in this safety plan.**

\_\_\_\_\_  
**Signature of Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Senior Educational Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Educational Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Educational Director**

\_\_\_\_\_  
**Date**

**Responsible for all emergencies during school/business hours:**

**First in the Chain of Command**

Name and Title: Angela De la Cruz, Senior Educational Director, SBL

School Telephone: (718) 370-7529 ext. 228

Cell Phone: (718) 608-4980

Email Address: [angelad@childrenatplayeic.org](mailto:angelad@childrenatplayeic.org)

**Second in the Chain of Command**

Name and Title: Leona Mannuzza, Educational Director

School Telephone: (718) 370-7529 ext. 230

Cell Phone: (718) 916-3825

Email Address: [leona@childrenatplayeic.org](mailto:leona@childrenatplayeic.org)

**Third in the Chain of Command**

Name and Title: Karen Bryant, Executive Director

School Telephone: (718) 370-7529 ext. 214

Cell Phone: (347) 861-4467

Email Address: [karent@childrenatplayeic.org](mailto:karent@childrenatplayeic.org)

**Third in the Chain of Command**

Name and Title: Ashley Mazzone, Director of Operations

School Telephone: (718) 370-7529 ext. 215

Cell Phone: (718) 887-6031

Email Address: [ashley@childrenatplayeic.org](mailto:ashley@childrenatplayeic.org)

## General Building Information

- **How many floors does the building have that are used for instructional or administrative purposes:**

2 Floors – All classrooms, administrative offices are located on the first floor with additional offices on the basement level

- **Where is the electrical control panel in the building?**

The panel is in the electrical closet is located on the 1<sup>st</sup> floor in a child safety locked closet

- **Where is the water shutoff in the building?**

The shut-off is located in the basement

- **Does this building have central air conditioning?**

Yes

- **Does this building have an elevator?**

No

- **Where is the storage location for hazardous materials that are often used by school custodians (e.g., bleaches, combustible cleaning materials?)**

These materials are stored in a closet in the basement. Children are unable to access any of these cleaning materials.

- **Is there a security alarm?**

The building has a hardwired security alarm that is set when the last person leaves for the day. Motion detectors are located in areas near exterior doorways. To gain access to the building during school hours, the front and side doors are installed with a security system that requires a visitor to be buzzed into the building. The front and side doors are also equipped with a camera and intercom that allows the receptionist to see and speak to the person waiting at the door. Panic bars have been installed on the three exit doors of the building.

- **Are there any panic buttons?**

There are two panic buttons in the building that immediately inform the NYPD that there is an emergency located at our building. There is one panic button underneath the front desk, and another one located under the Educational Director's desk.

## Daily Security Procedures

- The building hours are 8:00 A.M. to 3:30 P.M. Monday - Friday. During these times, there is administrative staff available to receive incoming calls, to make emergency calls, and to log any visitors.
- The exterior of the building is inspected daily by the staff to ensure that no doorways are blocked and that they are clear and litter free. If any maintenance is required, they inform administrative staff.
- Classroom doors are closed while the children are in attendance but never locked.
- Pathways to doors are frequently checked every morning to ensure free access.
- At the end of the day, exterior windows and doors are locked at the end of the day. The last administrative staff member to leave the building, sets the security alarm.

### **Visitors To The Building**

- A log is maintained at the front desk with a list of all daily scheduled visitors. If an unexpected visitor arrives, he or she must present photo identification.
- All visitors sign into the visitor's log, note their arrival time and purpose of visit. A visitor's badge is issued.
- All visitors must stay in the waiting area until a staff member is available to escort them through the school. No visitors are allowed to be in the hallways, classrooms or offices without an escort or staff member present with them.

### **Bus Transition Procedures**

- The daily bus tracking form is completed by the bus duty staff member, it includes arrival and departure of each bus and each child.

### **Classroom Attendance and Tracking**

- The head classroom teacher completes daily health checks for each child.
- The head classroom teacher tracks student attendance daily.

### **School Trips**

- All school trips must be approved by the Educational Director.
- A signed School Trip Parent Notification and Consent Form must be completed and signed for each child that will be attending the trip.
- School trip objectives, planning, parental notification & consent, and supervisory procedures are outlined in the Teacher Manual and are reviewed on a yearly basis.
- Teachers take emergency to go bags on all school trips including a roster, list of emergency contacts, and a first aid kit.

### **Therapy Documentation**

- For each child who is taken out of the classroom for therapy, the therapist must sign the child in and out of the classroom.
- Therapy schedules are kept up to date and are available for review.

### **Emergency Situations and Procedures**

The key to handling a crisis, a disaster, or an emergency at the school level is to have plans and protocols in place that are regularly practiced by administrators, staff, and children. Training is provided on each procedure annually at the start of the school year. Drills are conducted in accordance with Department of Health requirements.

This section will outline protocols that will serve as a guide to increase the level of calmness during an emergency. The listed protocols reflect examples of events that may occur. The Educational Director is responsible for contacting the NYPD and other emergency response teams as necessary during the incident. After the incident is resolved, the Educational Director will notify the Education Emergency Information Center and the Department of Health.

Many of the steps that are to be taken during the listed crisis/emergencies are transferable and can be used during most emergencies to quickly bring calm to the staff and children at Children At Play prior to the arrival of emergency first responders. Based on the emergency, staff and children may be evacuated from the center and be directed to move to a location a distance away. In the case of a threat to the environment outside of the school, i.e., a building collapse, water main break or gas leak/explosion, children and staff may be directed to remain in the center to avoid the outside dangers.

## Lockdown Procedures

There are certain situations in which the school might need to engage in a lockdown such as a shooting, intruder, hostage, or outside threat. If a lockdown is initiated, staff will be informed by the Educational Director via internal phone system and the following steps will be taken immediately:

- The Educational Director or other administrative staff will contact the NYPD. If a call cannot be made, there are panic buttons located under the Educational Director's desk and the reception desk which will notify NYPD immediately.
- Any student in the hallway will be taken to the nearest classroom by school personnel.
- Once all staff and students are in their appropriate rooms, a designated staff member will sweep all hallways and open rooms to ensure everyone is in their designated areas and no one is missing (soft lockdown only).
- All teachers will lock their exterior classroom doors.
- All teachers will turn off the lights.
- All teachers will lock exterior windows and pull down the shades.
- All staff will take attendance of students in their classrooms taking a name to face headcount.
- Administrative staff will call each student's emergency contact to inform them of the lockdown.

The school will remain in lockdown until the situation is determined to be resolved or stable. The decision to disengage in a lockdown will be determined by the NYPD and other NYC emergency personnel. The Educational Director will inform the staff that the lockdown is over and will complete an incident report immediately.

## Shelter-In Place

There may be times when the appropriate response to a disaster may require that emergency responder's direct children and staff to remain within the building. This type of response is often referred to as "Shelter-in Place." There are two types of Shelter-in Place. The first Shelter-in Place scenario is if there is a serious or direct threat such as an outside active shooter. Staff will be informed by the Educational Director via internal phone system and the following steps would be taken immediately:

- The Educational Director or other administrative staff will contact the NYPD to let them know that the children and staff in the building are following Shelter-in Place orders. If a call cannot be made, there are panic buttons located under the Educational Director's desk and the reception desk which will notify NYPD immediately.
- Designated classroom staff will lock exterior doors.
- Designated classroom staff will turn off the lights.
- Designated classroom staff will lock exterior windows and pull down the shades.
- Teachers will move children into internal hallways or rooms with no exterior doors or windows.
- At that time, teachers will take attendance of students taking a name to face headcount.
- The administrative staff will do a full sweep of the building to ensure everyone is in their designated areas.
- The Educational Director or other administrative staff will contact the NYPD to let them know that the children and staff in the building are following shelter-in place orders.
- Administrative staff will call each student's emergency contact to inform them of the shelter-in place.

The school will remain under the Shelter-in Place until the situation is determined to be resolved or stable. The decision to disengage in the Shelter-in Place will be determined by the NYPD and other NYC

emergency personnel. The Educational Director will inform the staff that the Shelter-in Place is over and will complete an incident report immediately.

The second scenario for Shelter-in Place is if there is a non-direct threat to the school, such as inclement weather. Staff will be informed by the Educational Director via internal phone system and the following steps would be taken immediately:

- All teachers will lock exterior doors.
- All teachers will lock exterior windows and pull down the shades.
- All staff will take attendance of students in their classrooms taking a name to face headcount.
- Administrative staff will not allow anyone to leave or enter the building other than emergency personnel.
- The Educational Director or other administrative staff will contact the NYPD to let them know that there are children and staff sheltering in the building.
- Administrative staff will call each student's emergency contact to inform them of the lockdown.

The school will remain under the Shelter-in Place until the situation is determined to be resolved or stable. The decision to disengage in the shelter-in place will be determined by the NYPD and other NYC emergency personnel. The Educational Director will inform the staff that the Shelter-in Place is over and will complete an incident report immediately.

### **Bomb Threat**

A bomb threat will usually be received by a telephone call but may also be received in writing. If the bomb threat is in writing, all materials should be saved including the envelope or packing materials. Handling of any such materials should be avoided and the Educational Director should be contacted immediately.

Most bomb threats received by telephone calls are very brief with the caller stating the message in a few words, then hanging up. The individual receiving the call should make every effort to keep the caller on the telephone and obtain as much information as possible. If possible, the following information should be obtained:

- Exact location of the bomb
- Time of detonation
- Description of the explosive and its container
- The reason for the call or threat

The person receiving the call should record the conversation as thoroughly as possible noting the following details on the Telephone Threat Report:

- Date and time of call
- Exact language used
- Gender of caller
- Estimated age of caller
- Peculiar or identifiable accent
- Ethnicity of caller, if possible
- Background noises such as conversations, subways, buses and trucks

Upon receipt of the threat, the Educational Director or designee will notify the Executive Director/Director of Operations. Upon notification, the Educational Director or designee will evaluate the threat and notify the New York Police Department (NYPD) and request their assistance. The decision to evacuate will be made after thorough communication with the NYPD. In this event the evacuation procedures will be followed. A search of the building shall not begin prior to the arrival of the New York Police Department Bomb Squad. Any package that does not belong where it is found is suspect. High risk areas of the building include the entrance, hallways, toilets, staff lounge and gym. Staff should not touch the suspected package/s but report the appearance of the items immediately to the Educational Director. If the suspected package is in a specific room, all staff will clear that room and the door should be closed so that in the event of a potential blast, it is confined to the room. If possible, all electrical equipment should be unplugged. The Educational Director or designee in conjunction with the NYPD will notify staff of the "all clear" and return to normal operations.

### **Evacuation Plan**

An evacuation of the school would be implemented for certain scenarios such as a building collapse, a hazmat threat, a gas, sewer, or water-main break. In the event of an evacuation, an alternative location will be identified in advance and communicated to all program staff and parents. Parents are notified of the evacuation procedures and evacuation site. If there is a threat in the front of the school, the evacuation route is through our back parking lot to Our Lady of Pity's property. If the threat is behind the school, our evacuation site is P.S. 60. Staff will be informed by the Educational Director via internal phone system and the following steps would be taken immediately:

- Administrative staff will call 911 and let them know that an evacuation is required and the location of where we will be evacuating to.
- All teachers will grab emergency to-go bags including emergency contact information, roster, and a first aid kit.
- All staff personnel are to assist in evacuation to remain the ratio of 2 students to 1 adult.
- A designated staff member will sweep the building to ensure everyone has left the building.
- Upon arrival of the evacuation site, all teachers will take student attendance and a designated administrative staff will be responsible to take staff attendance taking a name to face headcount. In the event there would be a missing staff member or child, it would be reported to emergency personnel as soon as possible.
- Staff will call each student's emergency contact to inform them of the evacuation. If the building cannot be re-entered, the bus companies and the Office of Pupil Transportation must be notified for those children who take the bus home. For those children who are picked up from school, the parents or guardians will be advised as to the evacuation location.

The school will remain at the evacuation site until the situation is determined to be resolved or stable. The decision to disengage in the evacuation will be determined by the NYPD and other NYC emergency personnel. The Educational Director will inform the staff that the evacuation is over and will complete an incident report immediately.

### **Fire Drill Policy**

Participating in emergency preparedness drills empowers young people to feel more in control of situations that are otherwise frightening and disorienting.

1. As per the Department of Health and New York City Fire Department regulations, below is our Fire Drill Schedule:

07/01-08/31	2 mandated fire drills
09/01-12/31	9 mandated fire drills

01/01-03/31 3 mandated fire drills

04/01-06/30 3 mandated fire drills

2. Staff Member will sound the signal throughout the building or sound the building alarm. At the sound of the signal, staff will direct and assist children to evacuate the building. Staff and children will walk a sufficient distance away so that they are clear of the building.
3. Front Desk to alert downstairs staff or vice-versa. Decision to be made who calls 911.
4. Posts Manned & Responsibilities: (close Fire Doors & check designated areas for personnel)
  - a. DOWNSTAIRS
    - Staff proceeds out of the basement exit.
    - Check all rooms for evacuation (including bathroom) – as rooms are cleared, close all interior doors
    - Fire Doors – close fire door upon exiting
    - Assigned to: Daily Administrative Staff
  - b. UPSTAIRS: UPPER LEVEL
    - Doors – 3 inner fire doors, front door & back door
    - Assigned to: Front Desk (Take stop sign)
    - Check upstairs therapy rooms (3 rooms & lobby)
    - Assigned to: Daily Administrative Staff
  - c. UPSTAIRS: LOWER LEVEL
    - Doors – back door; door in Gym Room; check evaluation room & staff bathroom.
    - Assigned to: OT/PT Staff in Gym
  - d. CLASSROOMS:
    - Each has separate assignments, including:
    - Classroom staff checks the bathroom; check PS classrooms; account for all students.
    - Take the emergency to go bag.
  - e. ADDITIONAL POSTS
    - Staff to meet and assist PS classes outside of building and monitor driveway
    - Assigned to: Front Desk
5. All proceed in an orderly fashion on Merrill Avenue towards Moore Catholic High School, past the telephone pole, without talking. Wait for the Director's "all clear" signal to return to the building or for further directions, which may include being evacuated to P.S. 60. At this time, classroom teachers will ensure that all students are accounted for. If Merrill Avenue is not accessible, proceed into the playground area and through the side gate to the private street.
6. For non-ambulatory students the building is completely wheelchair accessible, with 3 ramps (in front of building, side of building through gym, back of building through classroom to deck). Staff has been instructed to carry non-ambulatory students if the student is not in a wheelchair or stroller.
7. If, in the event of a person is on fire, staff witnessing yells "STOP, DROP & ROLL".
8. Locations of Fire Extinguishers:
  - Basement Back Door (Red)- Dry Chemical- use on everything
  - Basement Bottom of Stairs (Red)- Dry Chemical- use on everything
  - Outside Classroom 2 (Silver)- Water- use on wood & paper
  - Classroom 1 (Silver)- Water- use on wood & paper
  - Preschool Bathroom (Red)- Dry Chemical- use on everything

### **Elopement Protocol:**

#### **Classrooms:**

- ❖ Stop and Go signs displayed on exit doors and used to reinforce boundaries (waiting for the teacher – Going with friends)



- ❖ Increased head counts throughout the day & recorded (format to be determined by lead teacher)
- ❖ All exit doors remain locked from the outside (keys will be used to enter)
- ❖ Focused counts before, during, and after transitions (indoors and outdoors)
- ❖ Visual location tracker (Where Are We?) board displayed in classroom
- ❖ Verbal hand to hand transfers (therapists, toileting) while moving tracker
- ❖ Ensure doors close securely behind you and anyone as they enter/leave the classroom
- ❖ Localized chime (where installed) will sound on exit doors. Change the sound/chime regularly to reduce “tuning” it out.

Therapists:

- Verbal hand to hand transfers (ie. therapist states, ‘I have \_\_\_\_’ and staff responds, ‘you have \_\_\_\_’)
- Move child marker on the tracker board (child can be involved in the process at any time determined by staff/therapists)

Outdoor play:

- ★ 1 class per play section (Lead teachers can coordinate which section they will be on)
- ★ Head Count before leaving
- ★ Check the ramp gate to ensure that it is secured, when exiting.
- ★ Deck gate remains closed until ALL students are outside.
- ★ Once everyone is out and accounted for, then open the deck gate and proceed to your yard section for play.
- ★ Close gate and or deck gate upon arrival to your outdoor destination.
- ★ Head count at each section (as you pass through the yard)

\*Reverse all steps when returning back to the classroom. Closing the deck gate and entering the classroom together. Final head count upon entering the classroom.

Front desk:

- When a parent arrives late with a child, PRIORITY is to get parents to sign the sheet and the receptionist walks the child to the classroom.
- All Calls go on hold until the child is safely walked to the classroom.
- If more than 1 parent arrives, call an aide or Educational Director to assist.
- Once students are safely in their classroom and the door is closed firmly, the front desk resumes previous functions.