

08 • 30 • 2021

Emergency Response Plan



Young Women's College Prep



Annual Information

New York Education Law 2807-A and Section 807 requires that the Building Level Emergency Response Plan (BLERP) is completed and reviewed annually.

Goal: To ensure every person within our building feels prepared and fully understands what to do if an emergency occurs



Emergency Response Team

Mrs. Zelazny: YWCP Entrance → Main Point of contact with DCS and law enforcement

Mrs. Rupp: Communicates with Custodial Staff and DCS → Hoover Drive

Ms. Lindsay: Gym area, lockers, field space → Exit 23

Mr. Juan: Floor 1 → Exit 6

Mrs. Sinclair: Floor M1 → Malden Street → Collects Attendance*

Mrs. Sylvester: Malden Street → Collects Attendance*

Mrs. Hatley: Floor 2 → Hoover Drive → Collects Attendance*

New AP: Floor M2 → Hoover Drive → Collects Attendance*

8

Evacuation Drills
must be completed
each year

4

Lock Down Drills
must be completed
each year



Goal - Exit the building in a safe and timely manner at each drill

**What do I need to know to be prepared for an
emergency...**



1

Review materials in green bag located in each classroom



Make sure you have all materials in your green bag
Contact Rupp if you are missing any materials

- Red, Green, and White Classroom Sign
- Student Roster for each period
- Fire Drill Map
- Emergency Response Procedure
- Fire Drill Check-In Attendance Sheets

2

Understand the Emergency Response Quick Guide → Must be hung by door

EMERGENCY Response Quick Guide				
Shelter-In-Place	Hold-In-Place	Fire / Evacuation	Lockout	Lockdown
<p><i>Used for weather emergencies, chemical or other disasters occurring outside the building that affect HPAC with the building or ability to safely evacuate the building due to health or safety of life.</i></p> <p>May be announced via the public address system, in person, via email or telephone. Use plain language, for example, "The building will be sheltering in place..."</p>	<p><i>Used to limit movement of staff and students while dealing with a short-term potential or actual emergency situation.</i></p> <p>May be announced via the public address system, in person, via email or telephone. Use plain language, for example, "The building will be holding in place..."</p>	<p><i>Used when the building needs to be evacuated quickly.</i></p> <p>Will be announced via the fire alarm system. On very rare instances other methods will be used, such as the public address system, email, telephone messaging or in person evacuation announcements (i.e. internal gas leak). YWCP uses no codes. Use plain language, for example, "The building is being evacuated..."</p>	<p><i>Used to secure the building during incidents that pose a potential imminent threat outside of the building.</i></p> <p>May be announced via the public address system, in person, via email or telephone. YWCP uses no codes. Use plain language, for example, "The building is being placed in Lockout..."</p>	<p><i>Used to secure the building during incidents that pose an imminent threat inside the building.</i></p> <p>May be announced via the public address system, in person, via email or telephone. Personnel may also choose to lockdown without official notification if they hear gunfire, screaming, etc. Use plain language, for example, "The building is being placed in Lockdown..."</p>
<p>Procedures:</p> <ul style="list-style-type: none"> — Listen for instructions about the situation and your actions — Be prepared to move to the interior of the building (cafeteria or gym) — Custodian: HVAC may need to be turned off and windows/doors secured sealed — Students report to assigned or nearest classrooms as quickly and safely as possible — Stay away from windows-if situation warrants — Teachers in classrooms take attendance and report missing and added students to the office — All outdoor activities are terminated — Staff members not in classrooms are to assist with clearing halls and completing other assigned tasks given by the Incident Commander and/or Operations Chief — Classes should continue unless instructed otherwise — Students should not leave classrooms unless escorted (unless otherwise instructed) — Listen for public address announcements and monitor email for updates. 	<p>Procedures:</p> <ul style="list-style-type: none"> — Listen for instructions about the situation and your actions — Students report to assigned or nearest classrooms as quickly and safely as possible — Teachers in classrooms take attendance and report missing and added students to the office — All outdoor activities are terminated — Staff members not in classrooms are to assist with clearing halls and completing other assigned tasks given by the Incident Commander and/or Operations Chief — Classes should continue unless instructed otherwise — Students should not leave classrooms unless escorted (unless otherwise instructed) — Listen for public address announcements and monitor email for updates. 	<p>Procedures:</p> <ul style="list-style-type: none"> — Listen for instructions about the situation and your actions — All staff and students are required to leave the building quickly & SAFELY when the fire alarm activates using the route posted by the door in the classrooms or a secondary route if the primary is blocked. Close all doors and windows as you leave — Teachers will take attendance and report missing extra injured students to the runners — Students and staff members with functional needs will follow their pre-determined evacuation plans. Emergency Response Team members will assist with evacuating visitors, assist with injuries and check safe rooms/areas of refuge and report status to the Incident Commander — Students in specials will leave with their teacher using their designated or alternate route. Specials teachers will report attendance to runners — Students not in classrooms at the time of the alarm will exit the building immediately and safely. Once outside, they will join the nearest class and be put on an attendance sheet — Remains outside the building until the signal to re-enter the building is given — Listen for public address announcements and monitor email for updates. 	<p>Procedures:</p> <ul style="list-style-type: none"> — Listen for instructions about the situation and your actions — All exterior doors & windows are locked. One security officer or staff member will monitor the front door — Anyone who enters the building must show identification — Students must have parent/guardian permission to leave the building during a lockout — All outdoor activities are terminated — Classes should continue unless instructed otherwise — Listen for public address announcements and monitor email for updates. 	<p>Procedures:</p> <ul style="list-style-type: none"> — Listen for instructions about the situation and your actions — All exterior doors & windows are locked and badge access is deactivated — Remove students from the hallway around your rooms (including nearby bathrooms) — Lock the door. All staff and students should sit on the floor, away from the line of sight of the door — Turn lights and shades/blinds as they are instructed — Stay silent - include cell phones and texting — Stay quiet. Keep cell phones on vibrate. — Document and attend to any injuries — Do not allow anyone to enter or leave the secured area (i.e. classrooms or office) under any circumstances — Do not move or communicate through the locked door — Do not respond to the fire alarm unless imminent signs of fire is visible or observed or you are advised to evacuate by firefighters — Do not talk within your secured area. Try not to make calls. If absolutely necessary, send short text messages — Monitor email and text updates from trusted sources. Do not respond to public address updates — Firefighters will send OERK when you are key released from your room by YWCP staff or emergency responders.

Evacuation

Evacuation: The building needs to be evacuated quickly

- Evacuate when notified by alarm or PA System
- Turn off lights, close the classroom door, bring green bag
- Exit quickly and orderly through the proper exit
- Students and staff not with their class must use the nearest exit

Classroom Evacuation: Hold up white sign for class designation

- Once your class is at designated spot outside take attendance
- Raise Green card for all present and raise red for missing students
- If a student is missing fill out check-in sheet → Hand to administrator at doorway entrance



Lockdown

Lockdown: Potential serious, active threat inside or outside the building

- PA System: Lockdown, Lockdown, Lockdown
- Close and lock all doors, turn of lights and close the blinds
- All students and staff must be seated behind a wall away from windows
- Take attendance
- Do not communicate with anyone until released by Emergency Responders or Admin



Lockout

Lockout: Potentially serious threat outside the building

- PA - The building is being placed in a lockout..
- Lock all exterior doors and windows
- Terminate all outdoor activities including PE
- Classes continue as normal
- Lockout will be terminated when notified by Emergency Responders or Admin



Shelter-in-Place

Shelter in Place: The building needs to be kept secure for an assessment of a threat

- Staff and students report to the nearest room
- All outside activities terminated
- Take attendance for all students in the classroom
- Do not allow any students to leave the classroom
- Continue class as normal
- Follow admin instructions
- PA will happen when threat is lifted



Hold-in-Place

Hold in Place: Used to limit movement of staff and students while dealing with a short-term emergency

- Addressed via PA system
- Staff and students report to the nearest room
- All outside activities terminated - get all students in a classroom
- Take attendance for all students in the classroom
- Do not allow any students to leave the classroom
- Continue class as normal
- PA will happen when threat is lifted



3

Be aware of shared space with Discovery



- We share information
- We coordinate all drills and aligned emergency plans
- We communication events and potential emergencies
- Work to fostering strong relationships

GOAL: To uphold a safe and healthy environment for all students and staff



Post Incident Response Team

A social/emotional support team which assists a school during and after a crisis and helps restore a building after an emergency

Team consists of administration, mental health, and student support staff members