



1. EMERGENCY PROCEDURES:

Quick Tips for Emergency Preparedness

At Growing Up Green, we want to ensure both students and staff are able to learn and teach without the threat of physical or psychological harm. In order for us to ensure the safety of everyone, we must all follow the basic tips below in case of an emergency. Please review this document carefully. It will be added to your Fire Drill and Emergency Evacuation binder, along with your student rosters.

An emergency is a disaster or extreme peril that jeopardizes the safety of people or property. Emergencies include fires, intruders/suspicious individuals, severe weather, gas leaks or major explosions that release chemical or physical debris.

Foundational Steps

Step 1: Communication

Emergencies are unscheduled. It is important that you always have ways to communicate with the Operations Team in case of an emergency, and the fastest way to do this is by dialing ext. 101 from any internal phone, communicating with a member of the Ops team or the Security Guard, or by calling the main line (347-642-4306, ext. 101) if you are offsite.

Step 2: Attendance

It is important that all teachers are aware of where their students are throughout the school day (e.g. with the nurse, learning specialist, buddy classroom, etc.)

Step 3: The Line Up

When students form tight lines, it allows for groups to evacuate the building quicker.

During An Emergency Quick Tips

Step 1: ASSESS the situation (WHAT is the threat? WHO is hurt? WHERE is the nearest exit?)

Step 2: CALL for HELP (call the office, find another adult to get help)

Step 3: MOVE staff and students to a safe location—which could be staying in classroom, leaving the recess yard and going to the gym, or just staying put.

Step 4: WAIT for assistance and STAY CALM



GUGCS FIRE DRILL & EMERGENCY EVACUATION ESCAPE ROUTES

Elementary School Location:

39-27 28th Street (between 39th & 40th
Avenues) Long Island City, NY 11101

Stairwells to Major Exits:

*Stairwell A is the north stairwell adjacent to classrooms K-05, K-10, 3-15, and 3-20.

*Stairwell B is the center stairwell.

*Stairwell C is the south stairwell adjacent to classrooms 1-06, 2-01, 5-11, and 5-16.

There will be 12 fire drills per year: (6) will be scheduled drills and (6) will be surprise drills.

* If you do not have students or a specific responsibility during the fire drills, please stand in the hallways, stairwells, and near exits to help teachers move students out quickly and quietly.*

Procedures:

Always remember:

- Classes should be in double lines to expedite exiting the building.
- Voices are completely OFF.
- Students should keep moving until they are at a safe distance out of the building.

❖ Stairwell A (north exit)

Exit down through the north parking lot onto 28th Street, turn right, and head toward 39th Ave:

1st Floor: Cafeteria, Support Services, and Enrichment Areas

2nd Floor: K-04, K-05, K-10, Art Room, Science Room, Behavior Office

3rd Floor: 3-15, 3-19, 3-20, 4-14, and Counseling Offices

Once all classes are outside, members from the Ops team will collect class rosters and inform groups when it is time to reenter the building.

❖ Stairwell B (center exit)

Exit down through the center of the building, turn left on 28th Street, and head toward 39th Avenue:

2nd Floor: 1-02, 1-03, Nurse's Office, and Main Office

3rd Floor: 2-17, 4-13, 4-18, and Leadership Office



Once all classes are outside, members from the Ops team will collect class rosters and inform groups when it is time to reenter the building.



❖ **Stairwell C (south exit)**

Exit down through the south parking lot onto 28th Street, and head toward 39th Avenue:

1st Floor: Gym

2nd Floor: 1-06, 2-01, and 2-07

3rd Floor: 5-11, 5-12, and 5-16

Once all classes are outside, members from the Ops team will collect class rosters and inform groups when it is time to reenter the building.



AED Drills (CODE BLUE)

Purpose:

An AED is an Automatic External Defibrillator which is used on someone who has heart failure. This drill is designed for non-medical personnel to practice emergency response procedures which is the best way to find out if your plan works, to test your communication system and your response team's readiness.

Most importantly, an AED Drill improves the chances of saving the lives of students, teachers, administrators, and school visitors who may suffer sudden cardiac arrest.

The NYC DOE contracted AED vendor will conduct two unannounced drills at each school every year. Participation in AED drills by all staff is crucial.

Procedure:

A notification will go out on the PA system stating "This is a drill, we have a Code Blue in the (location)." The location for the drill may be in a classroom, the cafeteria, the gym, or the main office. If you have an active CPR certification and you hear this message over the PA system message, please go to the AED drill location immediately. Drills should take less than 10 minutes.



Lockdown Procedure (CODE RED)

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the room they are currently in (except for the cafeteria, gym and art room) and no one is allowed to leave or enter the building until the situation has been resolved. This allows the school to secure the students and staff in a safe place and remove any innocent bystanders from immediate danger. GUGCS will have two lockdown drills per year. The first drill will be for an outside threat and the second drill would be for inside threat. This procedure goes as follows:

1. The lockdown signal (CODE RED) is given on the loudspeaker/intercom. The Emergency Response Team (ERT) is comprised of the School Leader, Director of Operations, Operations Manager, Office Manager/Assistant and Security Guards and Facilities staff. The ERT is either notified by the police prior to the lockdown signal or must contact the police after the code is called. Once lockdown signal is called, the Security Guard and/or Office Manager must press the alarm panic button as well as dial 911. All activities cease in the building.
2. All students and staff must go into classrooms/offices immediately, lock doors, close windows and draw shades, if applicable. Teachers take attendance on the Code Red Roster Google Doc. Administrators and Out of Classroom Teachers, take attendance on the Code Red Google Doc for all students that are with them. All office windows must be closed and draw down shades if applicable. Teachers/students must sit on a carpet or secure space away from windows and doors.
3. If the situation inside the classroom is safe, teachers will display a green card on the inside of the door which will be visible from the hallway. If the situation inside the classroom is not safe, the teacher will display a red card. Teachers will communicate with the Emergency Response Team via walkie talkie or other method.
4. Classroom and office doors are not allowed to be opened for ANYONE under ANY circumstances until the reverse signal code (CODE RED, ALL CLEAR!) is given by a member of the ERT. ONLY ERT members or emergency personnel may gain entry into classrooms or offices if needed. Once reversal code is given, doors may be unlocked and opened. Activities may resume as scheduled.



Emergency Response Team

1st Floor:

Security Guard:

Lock all exterior doors, stairwell A, stairwell C, cafeteria gate, and bathroom doors.

- Sweep the 1st floor for any students in the hallway or bathrooms and bring them to the main office.

2nd Floor:

Director of Operations, Operations Manager, Administrative Personnel Manager, Office Manager, and Office Assistant:

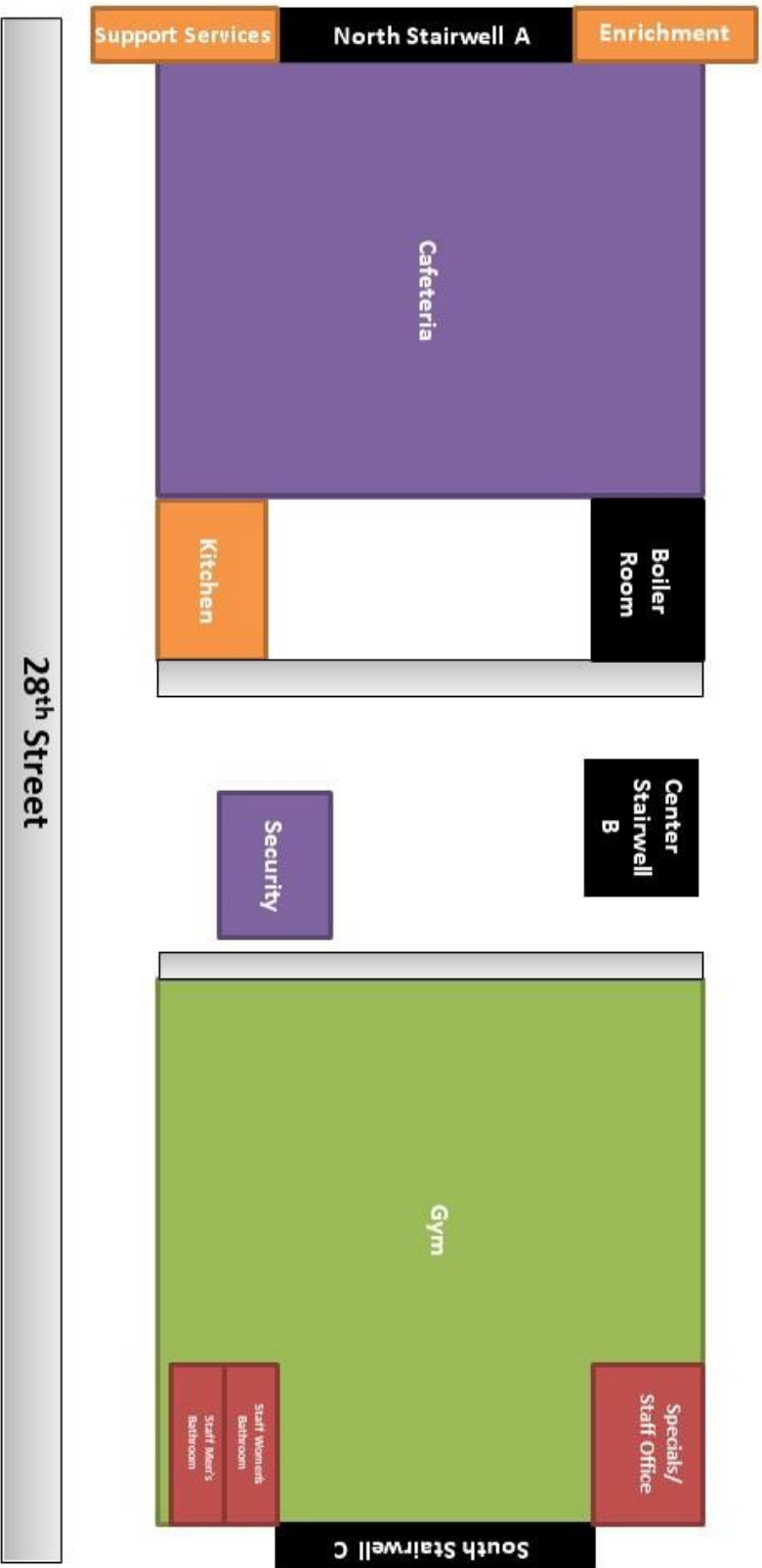
- Sweep the 2nd floor for any students in the hallway or bathrooms, bring them to main office, and lock bathroom doors on 2nd floor. (Operations Manager)
- Assess the safety of all classrooms on 2nd floor by scanning for green or red cards in room door windows. (Administrative Personnel Manager/ Office Assistant)
- Monitor attendance in OnCourse and alert ERT of any missing students. (Office Manager)
- Head into Behavior Coordinator's office and await further instructions. (Operations Manager)
- Remain in the main office and monitor the situation with other members of ERT and/or emergency personnel via walkie talkie or other communication method. (Director of Operations)

3rd Floor:

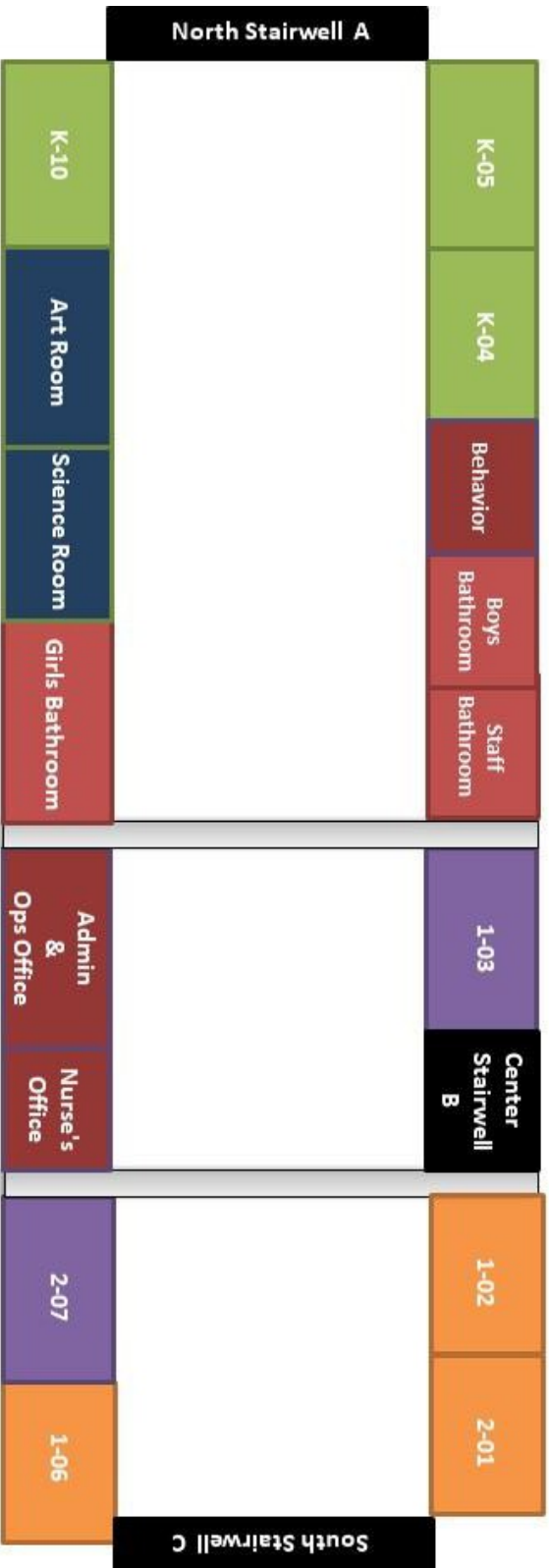
Facilities and School Leader:

- All bathrooms and roof exits locked. (Facilities)
- Sweep the 3rd floor for any students in the hallway or bathrooms and bring them to the main office. (Facilities)
- Assess the safety of all classrooms on 3rd floor by scanning for green or red cards in room door windows. (School Leader)
- Remain in office and monitor the situation with other members of ERT and/or emergency personnel via walkie talkie or other communication method. (School Leaders)

2018-2019 Growing Up Green Charter School First Floor Plan (Elementary School)

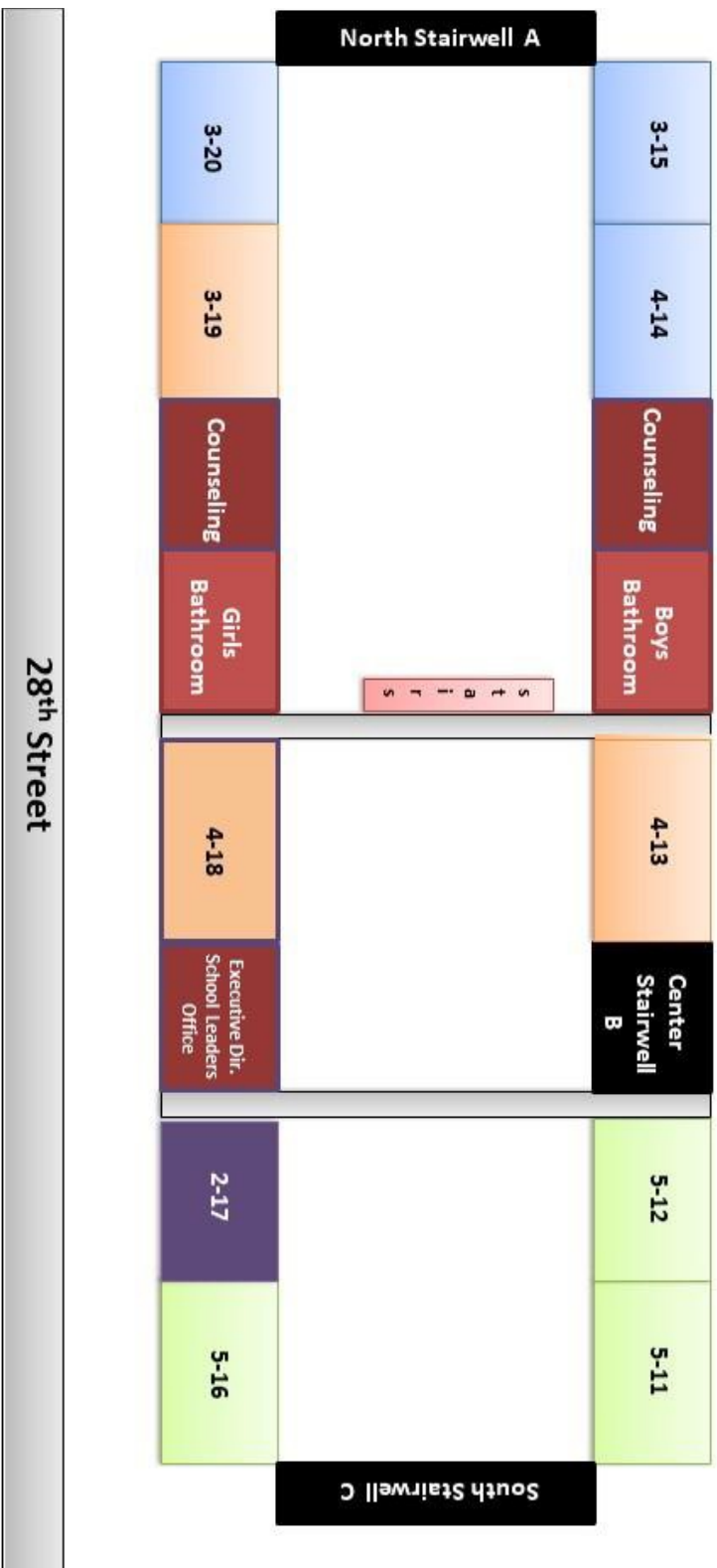


2018-2019 Growing Up Green Charter School Second Floor Plan (Elementary School)



28th Street

2018-2019 Growing Up Green Charter School Third Floor Plan (Elementary School)





Growing Up Green Charter School
Where learning blossoms.



GUGCS FIRE DRILL & EMERGENCY EVACUATION ESCAPE ROUTES

Middle School Location:

36-49 11th Street
Long Island City, NY 11101

For Fire Drills and Evacuation Drills, each teacher will have a **RED** binder with this document, class roster, emergency contacts list, and map of the school.

Major Exits:

Exit A is the main entrance
Stairwell B is the north stairwell that leads out to the parking lot

There will be 12 fire drills per year: (6) will be scheduled drills and (6) will be surprise drills.

*** It is the teacher's responsibility to take attendance and each student **MUST** be accounted for and checked off on the roster.**

*** If you do not have students or a specific responsibility during the fire drills, please stand in the hallways, stairwells, and bottoms of the stairs to help teachers move the students out quickly and silently.**

Procedures:

Exit out of Main Entrance and turn right on 11th Street. Then, turn right on 36th Avenue. Stay at the corner of 12th Street and 36th Avenue.

- All First Floor
- Staff coverage: Teachers with students are responsible for escorting their class out silently. **Custodians** will sweep the first floor to make sure no individuals remain, Operations Manager will monitor main exit and MS Coordinator and Dean will float to monitor student behavior.

Once all classes are outside, the Office Assistant will collect class rosters and let groups know when to return to the building.

Exit out of Stairwell B and turn right on 11th Street. Then, turn right on 36th Avenue. Stay at the corner of 12th Street and 36th Avenue.

- All Second Floor
- Staff coverage: Teachers with students are responsible for escorting their class out silently. **Jackee Nielsen** and/or **Roseanne Baker** will sweep the second floor to make sure no individuals remain, Operations Manager will monitor stairwell B exit and MS Coordinator and Dean will float to monitor student behavior.

Once all classes are outside, the Office Assistant will collect class rosters and let groups know when to return to the building.



AED Drills (CODE BLUE)

Purpose:

An AED is an Automatic External Defibrillator which is used on someone who has heart failure. This drill is designed for non-medical personnel to practice emergency response procedures which is the best way to find out if your plan works, to test your communication system and your response team's readiness. **Most importantly, an AED Drill improves the chances of saving the lives of students, teachers, administrators, and school visitors who may suffer sudden cardiac arrest.** The NYC DOE contracted AED vendor will conduct two unannounced drills at each school every year. Participation in AED drills by all staff is crucial.

Procedure:

A notification will go out on the PA system stating "This is a drill, we have a Code Blue in the (location)*." The location for the drill may be in a classroom, the lunch room, gym or the main office. Once you hear that message, all staff members not with a class must go to the AED drill location immediately. Drills should take less than 10 minutes.



CODE RED Lockdown Procedure

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the room they are currently in (except for the cafeteria, gym and art room) and no one is allowed to leave or enter the building until the situation has been resolved. This allows the school to secure the students and staff in a safe place and remove any innocent bystanders from immediate danger. GUGCS will have two lockdown drills per year. The first drill will be for an outside threat and the second drill would be for inside threat. This procedure goes as follows:

1. The lockdown signal (CODE RED) is given on the loudspeaker/intercom. The Emergency Response Team (ERT) is comprised of the School Director, Operations Manager, Office Manager/Assistant and Security Guard and Facilities Staff. The ERT is either notified by the police prior to the lockdown signal or must contact the police after the code is called. Once lockdown signal is called, the Security Guard and/or Office Manager must press the alarm panic button as well as dial 911. All activities cease in the building.
2. All students and staff must go into classrooms/offices immediately, lock doors, close windows and draw shades, if applicable. All front desk office must go inside locked office. All office windows must be closed and draw down shades if applicable. Teachers/students must sit in a secure space away from windows and doors.

All teachers and staff that are with students must take attendance and email, text, or call the Operations Manager to report any students that they have or that are missing. If the situation is safe, teacher/staff member should communicate that to the Operations Manager. The Operations Manager will confirm with everyone that all confirmations have been received.

3. Classroom and office doors are not allowed to be opened for ANYONE under ANY circumstances **until the reverse signal code** (CODE RED, ALL CLEAR!) is given by a member of the ERT. **ONLY ERT members or emergency personnel may gain entry into classrooms or offices if needed.** Once reversal code is given, doors may be unlocked and opened. Activities may resume as scheduled.

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- There will be two drills (one in November and one in February/March)