



THE NEW YORK CITY DEPARTMENT OF  
EDUCATION  
JOEL I. KLEIN, *Chancellor*

# Empowerment School

*Public School 23*

2151 Washington Avenue, Bronx, New York 10457 · (718) 584-3992 / Fax: (718) 584-7252

*Carole Cooke, Assistant Principal*

*Shirley Torres, I.A. Principal*

*Susan Rolon-Nelson, Assistant Principal*

## **Safety Committee Meeting**

September 23, 2009

Facilitator-Amy Rodriguez

10:50 am

## **Agenda**

1. Safety Committee Meeting Dates
2. Safety Committee Members
3. Safety Plan in OSYD website
4. Fire Drill Dates
5. Building Response Team
6. Questions/Concerns



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- In Attendance: Carole Cooke, Jeannie Maldonado, Maria D'Elio, Shirley Torres, Diana Drake-Behan, Alfonso Ortiz, Susan Rolon-Nelson, Amy Rodriguez, Tom Carey, Margaret Halvey.
- 2009-2010 Safety Committee Meeting Dates: 10/13/09, 11/10/09, 12/8/09, 1/12/10, 2/9/10, 3/9/10, 4/13/10, 5/11/10, 6/8/10.
- 2009 Fire Drill Dates: 9/24/09, 9/30/09, 10/6/09, 10/16/09, 10/26/09, 11/5/09, 11/20/09, 11/25/09.
- Invitation for teachers to volunteer for safety committee meetings has been placed on the memo.
- A. Lopez and J. Cacioppo have begun to lead their classes in practice fire drills in a proactive approach.
- After each monthly safety meeting a copy of the minutes will be given to Ms. Torres so it can be posted with the memo so that those who can not attend the safety meetings can be informed. Soon the monthly meeting minutes will be added to the school website [www.ps23bronx.org](http://www.ps23bronx.org) so teachers can review the minutes and they won't have to be printed.
- Safety plan deadline for submission has been extended to October 9, 2009. The Office of School Youth and Development has revamped the School Safety Plan. The old SSP has been deleted and the new one needs to be entered all over again.
- Medical alerts and food alerts are being received and reviewed by the Health Coordinator and Nurse and will be available by the middle of next week.
- Building Response Team (BRT) team is being formed. This team ensures proper incident response and event planning. The BRT team gives the schools the ability to prepare the school for those 1<sup>st</sup> responders who show up (i.e. NYPD, FDNY, DOT, etc.) The BRT teams can be activated in such cases as the following:



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severe weather, fire, flood, prom, shooting, talent show, water main breaks, etc. The can be different roles of the team activated depending on the incident or event. There are 5 school-based positions: BRT Leader (**Susan Rolon-Nelson, A.P.**), Emergency Officer (i.e. AP, Guidance Counselor, Parent Coordinator), Special Needs Coordinator (**Carol Cooke, A.P.**) and Recorder (i.e. Secretary). This team does not replace the school safety team or crisis team but they may overlap.

- Over the summer the school was painted and new “No Smoking” and “Drug Free” signs have been posted outside of the school. No one can smoke within 100 feet of the school. Across the street is approximately only 60 feet so you can’t smoke across the street either.
- All visitors need to wear an identification pass from the security desk at all times. If staff sees anyone roaming the building without a pass, ask them if they need assistance or call SSA AI at the security desk at x1045.
- D’Elio: If fire drills are held before 9:00am how will we know what students are here when the attendance has not been sent to the office yet? Teachers must take the attendance binder with them.
- D. Drake-Behan: The 4<sup>th</sup> floor fountain in the library is spitting out the water forcefully against the wall. It needs to be looked at and adjusted.
- In order to keep up with students and classrooms the biographical needs to remain updated at the following locations within the school once a week: main office, attendance office, nurses office and at the security desk.
- The sub-folders will be in place once the evacuation assignments; medical alerts, food alerts and school safety plan have been updated.
- New fire drill signs will be posted in the classrooms.