



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

Empowerment School

Public School 23

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Carole Cooke, Assistant Principal

Shirley Torres, I.A. Principal

Susan Rolon-Nelson, Assistant Principal

Safety Committee Meeting

October 13, 2009

Facilitator-Amy Rodriguez

10:50 am

Agenda

1. Safety Committee Members/Building Response Team
2. Safety Plan Update
3. Fire Drill Evacuation Routes
4. Intruder Alert
5. Barrier Free Holding Rooms Unlocked
6. Questions/Concerns



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- **In Attendance:** Yvonne Flores-Gonzalez, Maria D'Elio, Rebecca Odessey, Susan Rolan-Nelson, Arlene Kurtz, Shirley Torres, Carole Cooke, Mildred Gonzalez, Alfonso Ortiz, Diana Drake-Behan, Margaret Halvey, Thomas Carey.
- **Safety Committee Members:** Diana Drake-Behan (UFT Chapter Leader), Thomas Carey (Custodial Engineer), Christina Concepcion (Parent), Carole Cooke (Assistant Principal), Maria D'Elio (SETSS Teacher), Yvonne Flores Gonzalez (Parent Coordinator), Margaret Halvey (Guidance Counselor), Elizabet Kotey (Dietician), Arlene Kurtz (Special Education Teacher), Jeannie Maldonado (Guidance Counselor), Alfonso Ortiz (SSA), Alex Perez (NYPD Designee), Susan Rolan-Nelson (Assistant Principal), Shirley Torres (I.A. Principal), Amy, Rodriguez (Health Coordinator), Rebecca Odessey (ESL Teacher).
- **Building Response Team (BRT):** Susan Rolan-Nelson (BRT Leader), Carole Cooke (Special Needs Coordinator), Amy Rodriguez (Emergency Officer), Maria D'Elio (Incident Assessor), Rebecca Odessey (Recorder), Margaret Halvey (Recorder), Elise Lucas (Assembly Point Coordinator), Elizabeth Gonzalez (Assembly Point Coordinator), George Havranek (Assembly Point Coordinator), Yvonne Flores-Gonzalez (Assembly Point Coordinator).
- **Susan:** At her last BRT meeting with Sandra, they mentioned that schools should schedule 5 meetings to mirror the BRT Leader meetings that they have so that the information can be brought right back to the schools and turn-keyed.
- The **safety plan** has been completed by the deadline October 9, 2009, but was unable to be submitted. The office of School Youth and Development (OSYD) temporarily suspended the submission of the safety plans due to glitches in the new system. They are working to get in up and running so that the safety plans can be submitted for review. They will notify schools when it's available. In the mean time those schools that were not finished can continue to revise the safety plan online.
- **Fire Drill Evacuation Routes:** Fourth floor uses stairwell "D" and exits out main entrance (Exit 1). Third floor uses stairwell "C" and goes out through exit 6 into the backyard and out through the gate. Second floor uses stairwells "A" and "B" (Even # rooms use stairwell "B" and Odd # rooms use stairwell "A"...stay on the same side



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as the classroom...go out through Exit 2. First floor exits out the main entrance (Exit 1). All classes exit the building and cross the street. Floors 1 & 4 go up 182nd Street up to the corner of Bathgate Avenue. Floors 2 & 3 go up 181st Street up to the corner of Bathgate Avenue.

- ❑ The fire drill procedures is currently being reviewed to have all those who exit out the backyard cross the street onto the Salvation Army sides during fire drills. It is not official as of yet.
- ❑ **Attendance may not be sent down until 9:15am.**
- ❑ D'Elio: In the event of an evacuation or fire drill occurring before 9:15am, teachers must take their attendance binders with them on the drill.
- ❑ D'Elio: Concern: Sometimes George has students that he picks up separately at the classrooms so that may present a problem in opening the yard gates during fire drills and going back to Ms. Torres to give the "All Clear".
- ❑ Arlene: Special education classes need to double up going up/down the stairs because single file takes too long especially during a drill. Instead of taking up 12 steps they would take up 6 steps with 2 students on each side.
- ❑ Mildred: Classes are being cut off during drills and dismissal times. Courtesy needs to given and classes should not be cut off. It confuses the students and makes it harder for teachers to track their students.
- ❑ Arlene: There is a bottleneck in just getting to the staircases during a fire drill on the 3rd floor. Is there any way that some of the classes can be routed using stairwell "D" instead of "C"? The safety committee will discuss the possibility.
- ❑ Carole: At dismissal times teachers need to also be courteous and not cut classes off in an attempt to get to the bussing areas.
- ❑ **NO** teacher should be sending down ANY students **UNACCOMPANIED** to their busses. This goes for both General education bussed kids and Special Education students. If you are dismissing your class out of the main entrance and have a few students that are bussed, you must walk them down to the cafeteria entrance and dismiss them from there...not from the main lobby area or any other part of the school building.



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- ❑ **Arlene:** Book bags should be worn on their backs and not dragged and please make sure that all shoelaces are tied before dismissing at the end of the day.
- ❑ **Mildred:** Last year it was decided that all students going down to the cafeteria should use stairwell “D” (gym side). When leaving the cafeteria after lunch stairwells “A”, “B”, and “C” should be used to go upstairs. Please adhere to this to facilitate the fluidity of movement.
- ❑ **Intruder Alert:** The code used for intruders in the building will remain as “**The Goose is Loose**”. If this is said over the PA system: any students in the hall should immediately be taken to the nearest classroom by school personnel, all teachers should immediately lock their classroom doors and not issue any passes, the principal, SSA and other administrative team will sweep the building to locate the intruder, the principal or BRT member should call 911 and provide the information necessary. Staff should remain calm and provide care for medically fragile students; limit cell phone use to emergency communications only and utilize the silent mode; stay alert and await further instructions from the principal and SSA or supervisor. The ALL CLEAR message once the situation is determined to be stable is “**ALL CLEAR**”. In the event that the PA system is not working the principal will go to each classroom.
- ❑ **Shirley: Early Pickup:** All parents picking up their child during odd hours, should be asked by Mr. Al if they have signed their child out in the office first. Yvonne: Is there a way that we can implement a system in which parents are given a pass from the person the office, which they can then give to Mr. Al proving that the child was signed out appropriately?? The safety committee will discuss further and put something together.
- ❑ **Margaret:** Early Release Binder: Is kept in the main office, each child has an early pick up sheet. In the mornings Margaret takes the used sheets out of the book processes them in the computer and then replaces them back in the binder. This allows us to track attendance more carefully and pick up on patterns in attendance.



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- **Barrier Free Holding Rooms:** All barrier free holding rooms are to remain unlock while students are in the building. Since 212 is not being used as a class this year, the custodians will be unlocking it every morning.
- Shirley Torres and Margaret Halvey went to a meeting at the 48th Precinct and gave the community officer the dates for our safety meetings so that he may attend. His name is Alex Perez.
- Diana Drake-Behan designated Arlene Kurtz as her official delegate in the event she is absent from a meeting, to make decisions on her behalf.
- **Shirley: Cell Phones:** Cell phones are still being used during work hours. No texting, e-mailing, gaming or phone calls are allowed during work hours. You may only use them during you prep or lunch breaks.
- **Shirley: Visitors:** Directed to Mr. Al...there are to be NO VISITORS hanging out in the lobby or near the security desk at any time or for any reason. If parents are waiting to be seen they must wait in the designated alcove area.
- **D'Elio: Boys Bathrooms:** Teachers should revisit with their make students the proper way to use a urinal. Students have been putting brown paper towels in the urinals as well as defecating in them.