



MESA South Brooklyn Charter High School

SAVE PLAN  
Version Completed: 09/05/2025

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**INTRODUCTION: School Emergency Response Team Member**

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in schools.

The South Brooklyn Emergency Response Plan was developed by the School Safety Team. Upon opening in August of 2025, the Building Response team was developed with values expressed by students, families, staff, and school safety personnel. On an annual basis, at the start of the school year, this plan is modified according to the needs of the school. Between 2025 and 2029, South Brooklyn will add 3 additional grade levels. There is an expectation that this document will become more comprehensive year by year until we are fully scaled.

Our goals in creating and implementing our Emergency Response Plan are:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations provides best practice considerations to help prevent the transmission of COVID-19 among students and staff.
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.
- To use with safety checklist to audit school emergency response readiness on a quarterly and annual basis as needed



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### **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

#### **A. Purpose:**

The Charter School Building-Level Emergency Response Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Directors of MESA South Brooklyn Charter High School (the 'Board'), an South Brooklyn Emergency Response Team was created and charged with the development and maintenance of the South Brooklyn District Wide Emergency Response Plan. Our goal in creating this plan is to ensure the maximum safety of all enrolled students and staff at our school through careful and well thought through planning. We will conduct actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

#### **B. South Brooklyn Emergency Response Team:**

South Brooklyn has a School Safety Team that addresses all Safety, Emergency Response, and Post-Incident Response planning and execution activities. Our School Safety Team includes

Title	Name	Duties at all times	Role
Principal	Anna Spoden	Communication and Coordination during any emergency	Emergency Response Team Member
Director of Operations	Kimberly Waite	Communication and Coordination during any emergency	Emergency Response Team Member
Assistant Principal	Spencer Tibbals	Communication and Coordination during any emergency	Emergency Response Team Member
Operations Manager	Mariana Romano	Communication and Coordination during any emergency	Emergency Response Team Member
Operations Coordinator	Jie Yi Cheong	Communication and Coordination during any emergency	Emergency Response Team Member
Nurse	Ms. Janvier	Communication and Coordination during any emergency	Emergency Response Team Member
School Safety	Antonio Fonseca	Communication and Coordination during any emergency	Emergency Response Team Member



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The initial response to all emergencies at South Brooklyn will be by the Emergency Response Team. Upon activation of the School Safety Team, local emergency officials and the Board of Directors will be notified as needed. As a growing community we are aware of the positive impact of building strong bonds with first responders that we will trust to guide our staff personnel through any emergency situation.

Pursuant to Commissioner's Regulation, Section 155.17(e) (3), a summary of this plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key school constituents and interested parties in the development and review of this plan, including a review at our Parent Teacher Association meeting (open to the public) in the Fall of 2025. The Board will formally adopt the final version. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and approval granted.

Our Emergency Response Plan will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.



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## **SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES**

### **A. Prevention/Intervention Strategies**

Below there is a short summary of the ways South Brooklyn proactively plans to educate staff and students about safety and best practices while in the school building.

### **Emergency Situations, Procedures, and School Community Notifications**

The key to handling a crisis, disaster, or emergency at the school level is to have plans and protocols in place that are regularly practiced by administrators, staff, and students. In every disaster situation, we take steps to immediately assess the situation, activate our building response team (BRT), and contact the New York City Police Department (NYPD) and/or the New York City Fire Department (FDNY) as soon as possible. In addition, we have systems in place to notify parents and caregivers of an emergency.

#### **Notifications to the School Community**

In order to notify the parents and caregivers of our students in a timely manner, we work to ensure emergency contact information is up to date for each student, and families are enrolled in our text messages and email blast system. By the adoption of this plan, ParentSquare, our communication platform will be fully functional. Using Parentsquare we can blast both emails and texts simultaneously for speedy and efficient communication purposes. Notification to families can occur after any of these emergency protocols are activated or throughout duration of the emergency response protocol.

We use these in the event of an emergency, one of the following actions may be taken:

**Evacuate** is used to move students and staff from one location to a different location out of the building. This may be used when the hazard is found inside or outside of the building. An evacuation may be conducted by the entire building at the same time, or in a controlled fashion based on the direction of first responders.

**Shelter-In** is the protocol used to safeguard students and staff within the building and is used when a hazard is found outside of the building. The hazard may be environmental or be related to the actions of first responders in the neighborhood.

**Lockdown** is the protocol used to secure individual rooms and keep students quiet and in place. Lockdown is used when a hazard is found within the building.

**Soft lockdown** implies that there is no identified imminent danger to the sweep teams. Administrative teams, Building Response Teams, and School Safety Agents will mobilize at the designated command post.



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**Hard lockdown** implies that imminent danger is known and NO ONE will engage in any building sweep activity. All individuals, including School Safety Agents, will take appropriate lockdown action and await the arrival of first responders.

### **Fire Safety & Fire/Evacuation Drills**

Evacuation routes will be provided to all staff at the beginning of the school year during Emergency Preparedness training before students enter the building. Training will also be offered to staff as they are onboarded throughout the school year within 48 hours of start date.

Training includes appropriate methods of transmitting an alarm, learning the location and use of fire-fighting apparatus, understanding regulations regarding flammable materials, and know fire exit drills and evacuation plans.

### ***Lockdown Drills***

Section 2801 of New York State Education Law requires schools to develop Safety Plans regarding Emergency Response. In accordance with this, MESA conducts drills and other exercises to test components of the Emergency Response Plan. The Principal, Assistant Principal and and Director of Operations will determine the drill schedule annually.

In preparation for creating the School Plan and for executing drills, the SouthBrooklyn Safety Team will review information/guidance from other schools'safety plans and guidelines listed on NYSED Business portal.

### **Building Response Team Training**

In preparation for creating the School Plan and for executing drills, the South Brooklyn Safety Team will review information/guidance from other schools'safety plans and guidelines listed on NYSED Business portal.

- At least one Safety Team member will attend school safety training that include D-10 certification.
- At least three members of the South Brooklyn Safety Team will take CPR/AED training.

## **SECTION III: Emergency Response**

### **A. Access to Floor Plans**

A set of floor plans and a diagram indicating School evacuation sitesand the routes students/staff will take to these sites will be provided to local emergency response



MESA South Brooklyn Charter High School agencies as part of the School Safety Planning process. Every member of the School Safety Team will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder (maintained by the Office Manager, and kept in the Main Office).

#### **B. Notification and Activation (Internal and External Communications)**

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- School Intercom using internal paging system
- School Phone system
- Cell Phones
- Walkie-Talkies (supplied to all School Safety Team members) on channel 1
- Bull Horn
- Whistles
- Email
- Text messaging

#### **Standard notification protocol will be for:**

- Notification of an incident or hazard development to the BRT members as soon as possible following its detection
- In the event of an emergency, the BRT member will notify all building occupants to take appropriate protective action

Note that an updated School Staff contact list (with cell phone numbers) and emergency contact info will be maintained by the Office Manager and placed within the School "Emergency/Safety" Binder. Red clipboards located in each classroom will include student and staff rosters with emergency contact info, and guidance on general response protocols mentioned previously. School leaders on the Building Response Team have created staff group chat via Google chat and text group to blast information in the moment as needed. This binder will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials).

#### **C. Hazard Guidelines**

Hazmat (Hazardous Material/Building Collapse/Explosion)

1. Notification to Principal/ Director of Operations and the NYPD



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2. PA system or Fire Drill Bell Notification to staff alerting them of the situation
3. Evacuation of students and staff, as needed, to the Evacuation location with attendance
4. Information as prescribed in the School Safety Plan
5. Floor Monitor as per the School Safety Plan should be appointed to each floor to assist in the evacuation with the exception of the contaminated area.
6. Identify location, number and extent of injured. If possible, retrieve the pedigree of victims with home contact numbers and make notifications as necessary
7. No one is to re-enter the building/affected area without the authorization from the appropriate agency
8. If the building cannot be re-entered, the Director of Operations, Operations Manager and principal must be notified for those children who take the bus home. For those children who are picked up from school, the parents/guardians need to be called and informed of the situation, and the staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup

#### **D. COVID-19 Exposure**

If a member of the school community is exposed to COVID-19, the school will follow the CDC's Exposure Guidance. CDC recommends that all people use core prevention strategies to protect themselves and others from COVID-19:

Stay up to date with COVID-19 vaccines. Practice good hygiene

Use precautions to prevent spread, including staying home and away from others (including people you live with who are not sick) if you have respiratory symptoms. Learn when you can go back to your normal activities.

Seek health care promptly for testing and/or treatment if you have risk factors for severe illness. Treatment may help lower your risk of severe illness, but it needs to be started within a few days of when your symptoms begin.

Testing: In addition to vaccination, as a best practice, COVID-19 testing provides an opportunity to connect eligible individuals who test positive with treatment. This will allow the school to mitigate community spread of COVID-19.





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### **SECTION IV: RECOVERY**

South Brooklyn Post Incident Responses will include, but not be limited to:

#### **Short term Support:**

- Mental health counseling for staff and students with Guidance Counselor on staff
- Facility Restoration if any damage occurred
- Post Incident Critique from community partners

After the recovery stage of any incident, the South Brooklyn Safety Team will conduct an internal Post Mortem that will include re-evaluations of any implemented responses. Updates to the Safety Plan will be made as appropriate.

#### **Long-Term Support**

- Mental health counseling for staff and students
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again

### **Section V. Additional Policies**

#### **Remote Instruction Transition Technology**

This policy was enacted to support short or long term transition to remote learning when faced with COVID surges or as a response to any other emergencies that may occur .

In the event of a transition to remote learning, students will be provided with a Chromebook to participate in synchronous learning. MESA will make accommodations to provide 1:1 technology to students and access to the Zoom video conferencing platform. Students who do not have adequate access to internet service at home will be equipped with a hotspot to ensure there is no interruption in learning. In partnership with our school-based Operations team, and technology vendor Charter Technology Solutions, families will also have access to tech support for troubleshooting devices and technology repair.

MESA staff are equipped with 1:1 Apple technology throughout the school year and will be expected to utilize their school-issued technology in the event of a transition to remote



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learning. Staff will be provided with access to the Zoom video-conferencing platform,  
accessories to support synchronous lessons, and technology support directly from our t

technology vendor Charter Technology Solutions.

### **Tailored Instruction**

In an effort to tailor support to student's needs, non-teaching school-based staff will be assigned to support students who need additional support during remote synchronous instruction. This may include, but is not limited to small group tutoring sessions, individualized support for students with an IEP, check-ins with caregivers to provide access to community resources, and town hall meetings for families to connect with school leadership. MESA will aim to keep its same instructional schedule and quality of learning in the event of a shift to remote instruction.

### **Distraction Free Cell Phone Policy**

At MESA, we are committed to creating a learning environment where students are fully present, engaged, and connected to their peers and teachers. In alignment with New York State's "bell-to-bell" phone-free directive, students are not permitted to use cell phones or other internet-connected devices during the school day.

To support this, MESA has implemented a system where student devices are collected at arrival and returned at dismissal. This ensures that classrooms remain distraction-free and that students have the opportunity to focus on learning and healthy social interactions.

### **Why This Policy?**

Studies consistently show that reducing screen time during the school day:

- Increases academic focus and retention
- Reduces distractions and increases engagement in class
- Promotes positive social engagement
- Supports mental and emotional well-being

Our goal is to set students up for success by fostering a culture of presence and participation.

### **What Devices Are Included?**

This policy applies to all internet-connected devices, including but not limited to:

- Cell phones
- Smartwatches
- Tablets
- Laptops



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**General Procedures**

- Devices are collected upon arrival and securely stored during the school day.
- Devices are returned at the end of the school day before dismissal.
- Students who arrive late will follow an alternate procedure to safely store their devices.
- Any personal device brought to school must be turned in during the collection window.

**Exceptions & Accommodations**

If a student has a documented medical or accessibility need that requires device access during the school day, families should contact the main office to discuss accommodations.



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**Emergency Preparedness Appendix**

**Appendix 1:** Local Emergency Support Contact List

**Appendix 2:** General Response Protocol including announcements

**Appendix 3:** Emergency Supply Inventory



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**Appendix 1: Local Emergency Support Contact list**

<b>Role/Department</b>	<b>Contact Info</b>
Community Liaison Officer at 68th Precinct	(718) 439-4220
FDNY Engine 247 1336 60th Street Brooklyn NY 11219	No public phone number
Evacuation Site P.S K077*	718-854-4100



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## Appendix 2: General Response Protocol



# In an Emergency

When You Hear It, Do It!



Evacuate



Lockdown  
Soft/Hard



Shelter-In



**Evacuate:** *Fire Alarm or directions will be announced.*

- ✓ **Students:** Leave your items behind.
- ✓ **Students:** Form a line, remain silent, and listen to directions from your teacher or other staff.
- ✓ **Teacher:** Lead students to evacuation location and take attendance.
- ✓ **Teacher:** Notify BRT/SSA if there are missing, extra, or injured students in your group.
- ✓ **Teacher:** Remind students that the use of electronic devices is prohibited.

**Lockdown:** *Soft or Hard Lockdown: Hard Lockdown = no staff sweep.*

- ✓ **Students:** Remain silent and quickly move out of sight and away from the door.
- ✓ **Teacher:** Quickly retrieve any students in hallway and lock the classroom door.
- ✓ **Teacher:** Wait for responders to open the door (Hard Lockdown) (or) await the "all clear" announcement (Soft Lockdown): "The lockdown has been lifted."

Remember that in a **Hard Lockdown** you may need to **Run, Hide, or Confront as necessary.**  
If hiding in an office or classroom, remain silent.

TEXT 911 IF YOU CAN SILENTLY SHARE INCIDENT INFORMATION.

**Shelter-In:** *The threat is outside of the building.*

- ✓ **Students:** Remain inside the building and follow directions of staff.
- ✓ **Teacher:** Increase situational awareness.
- ✓ **Teacher:** Conduct business as usual.
- ✓ **Teacher:** Follow all announced directions.
- ✓ **Remember:** *No one will be permitted to enter or leave the building during a Shelter-In.*

**HOLD:** *The issue is inside the building and it is safer to wait inside each room or office until the HOLD is lifted.*

- ✓ **Students:** Remain where they are when they hear the HOLD announcement, and follow directions of staff.
- ✓ **Teacher:** Lock the door.
- ✓ **Teacher:** Hold in the current location.
- ✓ **Teacher:** Continue work or lessons and follow all announced directions.



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### **Appendix 3: Emergency Supply Inventory**

<b>Item</b>	<b>Location</b>
Fire Extinguishers	2 per floor in building
First Aid Kit	6 located in room 313 1 in nurse office room 310
Emergency Bags	3 in total Room (206), Main Office (313), Guidance Counselor Office (208)
AED	2 in total Located in room 313 Located in room 206