**Accidents**

All accidents in which a student sustains an injury must be reported immediately. A parent/guardian also needs to be contacted by a school staff member.

An official accident report needs to be completed for any incident – regardless of an injury – and the parent/guardian should be notified as soon as possible.

If a staff member has an accident or sustains an injury then s/he must inform an administrator and complete an accident report. This report will need to be submitted to Wanda.

**BRT**

The Building Response Team (BRT) comprises the leader, special needs coordinator, emergency officer, incident assessor, assembly point coordinator, and recorder. These members are NOT first responders.

BRT members will meet monthly during the school safety meeting.

Please see this document for full information: <https://intranet.nycboe.net/NR/rdonlyres/1A8BC440-685F-4AA1-821E-94D27D224031/0/generalbrtrolehandoutfortrainingorpostingJune2015.pdf>

**Door Alarm**

All of our doors contain alarms to alert us if a child leaves the building. These alarms will be armed at all times except for the front entrance which has security. Any teacher who hears a door alarm is:

Responder: if you do not have students then you must investigate

Reporter: if you do have students then you must call security or the office

<https://intranet.nycboe.net/NR/rdonlyres/9BB201C7-2A3E-46C4-85CA-50756F8DC639/0/MissingStudentProtocolandRespondingtoDoorAlarmsFINALforposting.pdf>

**Fire Drills**

We will conduct twelve (12) drills this school year; eight (8) will occur before December 1st.

Ensure that a fired-drill posted in clearly visible in your class and that students know their emergency staircase for exit. All classes will walk towards 9th avenue during drills and emergencies.

Take the red fire-drill folder with you. Ensure that it contains a current class list. Close your door when exiting. Take attendance when you get downstairs and inform a marshal of any missing students. Do NOT assume that a missing student is with another teacher. Use the red and green cards to account for students.

Fire drills are silent.

**General Response Protocol**

Please ensure that you are fully familiar with the protocols: <http://schools.nyc.gov/NR/rdonlyres/30CB88A1-110E-4A6F-81A8-E7770BBC42EE/0/GRPOnePageSummary.pdf>

**Morning arrival and afternoon dismissal**

**Pre-Kindergarten**

Arrive through the small playground and enter directly into the class from the yard

Dismiss from the classroom into the yard

**Kindergarten**

Arrive through the small yard. For the first few weeks of school, parents will be provided the option of walking their students to the classroom. We will discuss, as a grade, a timeline for ending this practice. At that point in time, students will be dropped off at the hall and will be monitored by a school aid. As the school year progresses, Kindergarten students will line-up in the small yard and will be picked up by the teachers.

Dismissal will take place in the small yard.

**Grades 1, 2, 3, 4, and 5**

Arrival will occur in the large yard. Entrance is from 53rd and exit is to 52nd Street. No one should exit the yard to 53rd Street or enter from 52nd Street. Teachers will pick-up classes by 8:20 a.m.

Dismissal will occur in the large yard. Teachers will bring students to the yard by 2:40 p.m. Students who go home alone will be dismissed first.

Staircase use will be determined on the first day of school based on class sizes and location.

**Grade 8**

Students will exit through the front door. Teachers will escort the students to the first floor using the 53rd Street stairs.

**Inclement weather conditions will necessitate an indoor arrival and dismissal procedure. Kindergarten, 1st, and 2nd grade students will arrive and dismiss in the cafeteria. 3rd, 4th, 5th, and 8th grade students will dismiss in the auditorium.**