



Al-Iman School

Safety Plan

Effective: September 2015

Legal name of Site: **Al-Iman School**

Site Address: **8989 Van Wyck Expressway, Jamaica, NY 11435**

Telephone: **(718)297-6520**

Fax: **(718)785-4226**

Total # of students enrolled at site: **100**

The building hours are **7:30 a.m. to 5 p.m.**

Prekindergarten hours are **8:15 a.m. to 2:35 p.m.** The daily switchboard's operations begin at 8 a.m.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Al-Iman School Safety Plan was created in order to respond to any unforeseen emergency situation that may endanger the lives of students and staff members at our school.

Our goal in creating this plan is to ensure the maximum safety of all our students and staff at our school through careful and well thought out plan that will be in line with, maximum safety considerations.

B. Hours of Operations of the Building

Al-Iman School, which is located at 8989 Van Wyck Expressway, Jamaica, NY 11435, starts its daily operation work at 7:30 a.m. and ends at 5 p.m. Pre-Kindergarten hours are from 8:00 a.m. to 3 p.m. Posted signs indicate the hours of operation at the doorways.

C. Emergency Chain of Command

School Administration Phone Number: **(718)297-6520x192**

The chain consists of the following 4 members:

Title	Name	Cell Phone #	Email Address
Principal/Director	Nassir Ali-Akber	917-440-0827	principal@al-imanschool.org
Administrative Assistant	Rizwan Rizvi	630-748-9541	rizwan@al-imanschool.org
Secretary	Suraiya Hussain	917-306-3362	suraiya@al-imanschool.org
Technology Assistant	Syeda Farva Hassan	646-764-0393	farva@al-imanschool.org

D. Visitors to the School

Parents, officials, and members of the community are welcome. The following procedures must be adhered to be allowed access to the building.

1. Call the school office to make an appointment.
2. Valid identification is required upon entry to the building.
3. Time-in and time-out of the visitor will be recorded.

4. Visitors will be escorted to the necessary destination.

E. Maintenance of equipment

1. Two battery operated flashlights will be available.
2. First-aid kit inspected and replenished monthly.
3. Landline telephones are installed with intercom.
4. Sprinklers, fire extinguishers, and alarms are checked periodically.
5. An important “back-up” file of important contacts will be maintained.

F. Drills

The following steps will be followed:

1. Students and staff members will be trained for emergency preparedness, and drills conducted monthly students.
2. When the alarm bell is activated, the staff directs them to stand, and in an orderly fashion leads them to exit.
3. Classrooms doors are closed and everybody walks a sufficient distance clear of the building.
4. When all is clear and safe, everyone re-enters the building

G. Sheltering

“Sheltering-in” is a response measure that will be required when a disaster takes place within the building.

1. All those affected will be moved in hallway no.1 where all the necessary amenities are available.
2. The above arrangement will be implemented until the arrival of law enforcement officials. Any decision to be made after would be under the jurisdiction of law officials.

H. Evacuation Plan

1. Students and staff members will be stationed in the outside basketball area of the school as the first alternative.
2. The second alternative will be in the playground area at 138-02 90th Ave, which happens to be a safe walking distance.
3. Teachers will be required to carry a red binder with them that holds detailed parent information such as telephone numbers, medical alert information, updated information, etc.
4. At the evacuation site, attendance will be taken to confirm the presence of all students and staff members.
5. The 103 precinct at 16802 91st Ave, Jamaica ([Tel:718-657-8181](tel:718-657-8181)) will be notified of the school evacuation.
6. If the signal fails to activate, the safety team members will go to each room to inform students and staff that an evacuation is in effect.
7. Parents will be informed of the evacuation plan.

I. CPR Training

One or two staff members of the school who are trained and certified in CPR will be present at all times and will be required to participate in the annual refresher courses for proper re-certification.

J. Personnel Responsibilities

1. Teachers:
 - a. Go over evacuation plan at the beginning of the school year with students.
 - b. Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire.
 - c. Bring class roster for student accountability.
 - d. Close doors to classrooms or office upon evacuating (do not lock doors).
 - e. Ensure that all students are evacuating (restrooms and other contiguous rooms will be checked).
 - f. Assemble at designated point outside the building.
 - g. Account for all students
 - h. Report any missing students to the principal.
2. Other Staff Members
 - a. Evacuate building using the closest exit.
 - b. Perform other duties as specifically outlined in this plan or as directed by the principal.
3. Principal/Administration. Ensure of the following:
 - a. Activation of alarm.
 - b. Evacuation of students and staff.
 - c. Notification of fire department.
 - d. The staff are following the fire safety and evacuation plans.
 - e. Assist the fire department and other emergency responders.
 - f. Advise the following the situation (as time permits):
 - i. Principle Owners
 - ii. Board of Directors
4. Management/Custodian
 - a. Determine location of incident (from fire alarm system).
 - b. Meet fire department
 - c. Act as liaison with fire department.
 - d. Provide access to all areas for firefighters.

IMPORTANT::

- Pre-K 1: Students and staff members please exit out of the building from door No. A, if unusable, exit from door No. B.
- Pre-K 2: Students and staff members please exit out of the building from door No. B, if unusable, exit from door No. A.

***During an emergency, no one is allowed to use elevators.*

SECTION II: RECOVERY

Al-Iman School Post Incident Responses will include, but not be limited to:

Short Term:

- Counseling for staff and students
- Building security
- Facility restoration
- Post Incident Critique
 - After the recovery stage of any incident, the Al-Iman School Safety Team will conduct an internal Post Mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.
- Other...

Long Term:

- Counseling for staff and students periodically
- Building security enhancements
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Al-Iman School Safety Team will ensure that the School has access to federal, state and local mental health resources in the event of a violent incident.