

**OPPORTUNITY CHARTER SCHOOL
DISTRICT WIDE SCHOOL SAFETY PLAN**

Table of Contents

INTRODUCTION	2
RISK REDUCTION/PREVENTION AND INTERVENTION	3
Designation of School Teams	3
Concept of Operations	3
Building Information	3
Emergency Response Teams/Threat Assessment Team/ Chain of Command	3
Internal Communication	4
Notification to External Entities	4
Building/Personnel Training	4
Critical Notifications	4
Transportation	5
Students Picked up by Parent/Guardian	5
Frequency and Monitoring of Emergency Evacuation Drills /Trauma Informed Drills	5
School Building Emergency Plan – Annexes	5

INTRODUCTION

Opportunity Charter School is committed to ensuring that our school is safe, secure, and is an environment in which teaching and learning takes place each day. A safe and supportive school depends upon the efforts of all members of the school community-teachers, students, administrators, parents, counselors, social workers, safety personnel, kitchen staff, custodians, to treat one another with mutual respect.

The maintenance of order and security in and around the schools is essential to creating a learning environment in which students can meet high academic standards, educators can teach toward those standards, and parents can be assured that their children are learning in a safe and positive school setting. State Law requires that Opportunity Charter School develop a District-Wide Safety Plan to address emergency management and crisis intervention, The Dignity for All Students Act (DASA) and the school's Code of Conduct, which includes a discipline code. In addition, Opportunity Charter School has established building safety procedures, including visitor control, student evacuation and other school-specific emergency procedures. Opportunity Charter School's district-wide safety plan sets forth and describes the school's policies and procedures for maintaining a safe and orderly learning environment, including how the school responds to acts of violence or other criminal activities, how the school contacts and notifies parents and law enforcement officials, and what strategies are in place to detect potentially violent behavior and improve communications among students and between students and school staff.

RISK REDUCTION/PREVENTION AND INTERVENTION

Designation of School Teams

1. The following School Emergency Response Team has been created to address emergencies, crises, direct threats of violence and post-incidents.
situations: Operations Manager, Middle/High School Principals, Head of School, Chief of Staff, Social Workers, Dean, and Cultural Team members
2. Team members have been informed of their membership on the team. They will receive training each school year.
3. The School will establish a good working relationship with the NYPD's 28th Precinct Community Policing Unit.

Concept of Operations

The initial response to all emergencies at Opportunity Charter School will be by the School Emergency

Response Team. Upon the activation of the School Emergency Response Team, the Operations Manager or designee will be notified and, where appropriate, local emergency officials will also be notified.

County and State resources through existing protocols may supplement these efforts.

Building Information

Mailing Address: 240 W 113th St New York, NY 10026

Main Number: (212) 866-6137 Fax: (212) 665-7436

www.ocsny.org

Building Hours

Opens: 7:00 AM

Closes: 6:00 PM

School Year:

Sept 5, 2024 - June 26, 2025

Grades Served:

Grade 6 – 12

School Statistics 2024-2025

Maximum Enrollment: 420

Teachers: 35

Staff non-instructional: 42

Incident Command Team/Emergency Response Team/Chain of Command

This Emergency Response Building Team is comprised of the following individuals:

School Official	Head of School
Outside Agency Liaison	Operations Manager
Media Representative	Chief Operating Officer
Internal Logistics/Finance	Chief of Staff
Security/ School Safety	Security/SSA Level 3
Additional Team Members	School Psychologist

	Middle School/High School Principals
	Director
	Dean
	Cultural Team Members
Post Incident Response Team	School Nurse

Threat Assessment Team/Roles

School Psychologist – Once a potential threat is identified, works with the Dean of Students to conduct a threat assessment. If it is a potential student threat, interviews would be taken from anyone who was a witness or participant.

Dean of Students – Works alongside the school psychologist in determining a threat assessment. Once the threat level is identified, the team identifies an action plan which could include contacting police, school safety, student safety checks upon entry to the school and parent follow up.

Head of School – Responsible for ensuring overall school safety. Appropriate communications and necessary follow through.

Deputy Head of School – Works alongside the Head of School ensuring overall school safety. Appropriate communications and necessary follow through.

Chief Emergency Officer – Identifies action plan. Liaison between the school threat assessment team/school safety and the police department.

Chief Operating Officer

The Chief Operating Officer designates the following persons, minimum of two (2), to act as “Area Leads” for the school.

Head of School

Operations Manager

Internal Communication

Internal communication includes use of telephones, cell phones, two-way radios and the public address system. These have been developed and will be practiced on an ongoing basis.

Notification to External Entities

External communication includes Robo Calling system for parent/guardian/staff notifications; 911 notifications; notification to the bus companies and the Department of Education Office of Pupil Transportation (as necessary); notification of the Chair of Opportunity Charter School Board (as necessary); and, if appropriate, the landlord, by school officials.

Building/Personnel Training

School Safety Officers who cover the front entrance have received training in maintenance of sign-in and sign-out logs. Procedures have been set in place for notifying School Leadership of any concerns. Visitors may not move past the front desk without following sign-in procedures. All Cultural Team members are trained in the School Incident Command System (ICS) to position them to effectively deescalate potential crisis situations that may occur within this school. However, if there is a situation where an adult is unresponsive to their intervention, the Operations Manager or Head of School is notified, and if necessary 911 will be called.

Procedures are also in place for calling 911 in case of disruption/emergency. Anyone in the building is authorized to call 911 in an emergency, followed by a call to the Director of Operations or Head of School and the Security desk.

Critical Notifications

Individuals with cell phones will be notified that their assistance may be needed in the event the regular school phone lines go down (cell phones are not to be used during Bomb Threat situations).

Type	Description/Address	Number
All Emergencies		911
NYPD 28th Precinct		(212) 678-1611

Medical

The Mount Sinai Hospital	1468 Madison Ave. New York, NY	(212) 241-6500
NYC Health Hospital Harlem	506 Lenox Ave New York, NY	(212) 939-1000

4

Health Services

A.C.S.	Child Protective Services	(877) 543-7692 (212) 341-0900
Poison Control/Hazardous Materials		(212) 764-7667/311

Procedures for Obtaining Advice and Assistance from Local Government Officials

Depending upon the nature of the emergency, the school may need to obtain assistance from local government agencies. During an emergency, the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance include the Red Cross, Fire Department, Police Department, and New York City Department of Education. For specific assistance beyond the scope of the school district's resources, State and Federal agencies will be called in to assist in all post-incident responses.

Transportation

Students using Office of Pupil Transportation Door to Door School Buses

Students taking school buses are dismissed via administrative entrance and escorted to the bus daily by designated personnel.

Students Picked up by Parent/Guardian

Students in all grades, unless otherwise notified by their parent/guardian, will be released at dismissal. If the student(s) are not picked up by the parent/guardian, designated school personnel will contact the parent/guardian and wait with the students until all students are picked up. Security will remain on site until all students are picked up.

Before/After School (Extracurricular) Activities

After-school programs run daily. Clubs & sport events are subject to team & club schedule.

Opportunity Charter School, along with its co-located schools, has developed a Building Level Emergency Response plan. The plan describes, among other things, the school's building entry and visitor control procedures; the school's chain of command, security assignments and schedules; intruder procedures; emergency communications systems, including the names and telephone numbers of appropriate law enforcement personnel; evacuation procedures and rapid dismissal for all students, including those with limited mobility, missing or runaway student protocols. The Building Response Plan addresses all emergency response protocols for students and staff. The plan establishes the protocols for responding to emergency

situations, such as hazmat spills, intruders, bomb threats, hostage-taking or shooting; whether to evacuate, shelter-in, or lockdown and staff/student health emergencies. Pursuant to state education law, building level emergency response plans must be confidential and must not be disclosed.

Frequency and Monitoring of Emergency Evacuation Drills

As required by law, the Operations Manager shall hold emergency evacuations at a minimum 12 per year. Of those 8 building evacuations (6 before December 31 + 2 in Spring), 4 Lockdown (Soft lockdown 2 in the Fall & 2 in the Spring). In addition, 3 bus evacuation drills (2 in the Fall and 1 in the Spring) with students. During Summer school, at least two additional drills shall be conducted, one of which shall be held the first week of summer school. 3 Bus drill will also take place during the school year.

Full Scale Drills Outside of School Building

School may choose to participate in a full scale off premises drill with the FDNY and NYPD. If full scale drills take place, families will be notified one week in advance of the drill. All students must have written approval from parents/guardians to participate in full scale drills outside of the school building.

Trauma Informed Drills

As required by law, NYC schools will now inform families one week in advance on when drills will take place in the school building. Notices will also inform families of the type of drill that will take place as well as what procedures are on place when a drill happened.

All students and staff will be trained in proper procedures for Drills at the start of the school year. Teachers will also go over drill procedrues at the start of every drill.

Evacuation Reunification Site

In the event that the building cannot be re-entered post evacuation, students and staff will be relocated to neighboring schools.

School Building Emergency Plan - Annexes

Any item not addressed in the Emergency Plan may be added as Annexes by the School. The Annexes will be kept on file in the school with the hard copy of the Building Emergency Plan.



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EMERGENCY RESPONSE PLAN
2024- 2025