

**OPPORTUNITY CHARTER SCHOOL  
DISTRICT WIDE EMERGENCY RESPONSE PLAN**

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**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 113<sup>th</sup> St New York, NY 10026

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

[www.ocsny.org](http://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

### **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).

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

## **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.

### **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.

FOR PUBLIC COMMENT Send comments to [info@ocsny.org](mailto:info@ocsny.org)

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