OPPORTUNITY CHARTER SCHOOL

DISTRICT WIDE EMERGENCY RESPONSE 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/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	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-inciden situations: Operations Manager, Middle/High School Principals, Head of School, 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 Police 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 9, 2026 - June 28, 2027**	
Grades Served:	**Grade 6 – 12**	
School Statistics 2024-2025	**Maximum Enrollment: 420**	
	Teachers: 31	
	Staff non-instructional: 32	

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.	Middle School/High School Principals
	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 (back up Middle/High School Principals)

Operations Manager (back up Dean)

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

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 Trauma Informed 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. The school will notify families a week in advance for all drills via phone/email call blast so all families are aware of drills and can speak to their children about it. All staff and students will be properly trained in evacuation procedures.

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.

Amendment - Cardiac Emergency Response Annex

All Opportunity Charter School staff know where Automatic External Defibrillators (AEDs) are located and how to call for help. AED cases should contain supplies for first responders including gloves, CPR barrier device, and scissors. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

Warning sign/signs of (SCA) Sudden Cardiac Arrest or similar life-threatening emergency:

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or "passes out"
- Not responsive
- Abnormal breathing
- No pulse

Steps to take on school grounds, in the school building and off site at school athletic events:

1. Check the area for safety
    a. Check the surrounding area to protect the victim and yourself (examples: remove victim from water, uneven surface or general area that is unsafe and ask bystanders to leave the area)
2. Shout for help.
    a. If you are alone call for EMS or in accordance with the Opportunity Charter School District Safety Plan, alert another staff member to contact 911 and obtain the (AED) Automated External Defibrillator.
    b. Notify the main office who will issue a "code blue" over the school intercom system which notifies all AED certified staff to go assist the emergency.
3. CPR by CPR/AED certified school personnel
    a. Check for breathing – if the person is not breathing or having difficulty breathing, begin CPR at once.
4. Defibrillation by CPR/AED certified school personnel
    a. Use an AED to restore the heart to its normal rhythm if needed.
5. EMS will take the lead in the emergency upon arrival.
    a. If a student is the person that needs care, a designated Opportunity Charter School staff member will accompany the student to the hospital/medical facility until the guardian/parent arrives.
    b. Be prepared to give details of all AED /emergency information to EMS upon arrival.
6. School Notifies
    a. Designated Opportunity Charter School staff member will contact the parent/guardian to inform them of the incident in accordance with our district policy.
7. Emergency contact numbers for obtaining help:
    a. Numbers to call for help in school building
    b. Numbers to call for help on school grounds
    c. Numbers to call to notify if emergency happens at an offsite location
    d. Secondary contact numbers if main number is not available
        i. Admin will keep a list of all staff with AED/CPR certification for availability purposes for the following
            1. Before school, After school, During the School Day, at Athletic Events, at School Events and other miscellaneous events.
8. Automated External Defibrillator (AED) Locations
    a. All AEDs are labeled and stored in appropriate containers/to go cases.
    b. Number of AED's in Opportunity Charter School:5
    c. AED Locations:1 AED located on 4th floor in Main Office, 1 AED Located in 3rd floor Gym office. 3. Additional AED's used for student coaching needs for off site games/trips as well as back up to use in schools for emergencies.

Amendment – AED Equipment/Maintenance/signage.school safety training:

AED machines are kept in areas with noticble signage for all to see. AED machines will be checked by staff monthly for maintenance to ensure they are all in working condition. All coaches in the school will be fully certiefied in AED/CPR.

Opportunity Charter School will offer free AED/CPR training opportunities for staff to attend to obtain full certication on or off site.

Deesha's Law Amendment – Student Involvement

The core goal of student involvement is education on how to **recognize the physical signs of a cardiac emergency** and **immediately seek adult help**

Student Emergency Team - For contacting adults for AED/CPR needs.

. 2 students per HS grade will be trained to watch for the following signs from staff/students

- shortness of breath, drowsiness, loss of consciousness, etc.

-The SEM (Student Emergency Team) member will press the emergency call button located at the beginning of each classroom & inform the main office that help is needed in the room they are in The notification will alert the main office staff member to make a "Code Blue" announcement over the intercom system which will activate the emergency response protocol where all certified staff go to requested room/area for assistance.

-Student reps will receive a training from the Chief Emergency Office at the beginning of the school year along with the head coach/phys ed teacher on what signs to look for and proper notification assistance in September with a reminder follow up training in January

-Admin will document students notifications for assistance

- Please note, students will not have access to AED machines and will not be administering CPR to staff/students.

OPPORTUNITY CHARTER SCHOOL

DISTRICT WIDE

EMERGENCY RESPONSE PLAN

2026- 2027