

New York Plan

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Basic Planning

Section 1 content

Plan Development and Maintenance

8 NYCRR Section 155.17 (b) and 155.17 (c)(11) - requires that each school shall have a Building Level School Safety Team that consists of representatives from the following groups: teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

The Building Level School Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan

Building Level Safety Team

Name	Title	Agency	Contact Information
Ambar Acosta	Director of Operations	Middle School	aacosta@eastharlem scholars.org
Hailey Nelson	Social Worker	Middle School	hnelson@eastharlem scholars.org
Wallace Gaffney	Assistant Principal	Middle School	wgaffney@eastharlem scholars.org
Azalea Gonzalez	Director of Operations	Elementary School	agonzalez@eastharlem scholars.org
Tijanae Irby	School Culture Associate	Elementary School	tirby@eastharlem scholars.org
Tiffany Thomas	Principal	Elementary School	tthomas@eastharlem scholars.org
Max Turner	Managing Director of Operations	EHTP	mturner@ehpt.org

Responsibilities of the School Safety Committee

The committee will function as a risk management team with the responsibility to assess the susceptibility of threats and recommend preventative measures necessary for our school community. The committee will meet monthly, and the minutes of each meeting will be

disseminated to each school for review and follow-up. An agenda will be established before each session. The committee will maintain responsibility for auditing the Safety Plan of each school site to determine its effectiveness and vulnerability. Primary responsibilities will include:

- Recommend trainings for students and staff in threat prevention and mitigation.
- Developing and disseminating information about early detection of potentially threatening behaviors and response plans.
- Analyzing past incidents of threats and existing records to identify trends and patterns that could indicate the source of threats.
- Assess the threat potential of all buildings as part of the compliance and safety audit.
- School building inspection results indicate improved security measures need to be implemented.
- Assessing the potential for incidents in school buildings by conducting annual student and staff surveys.

Concept of Operations

The methodology used to develop the building-wide plan involved forming the school safety team. Members used the sample plan in the "Guide for Developing High-Quality Emergency Operations Plans" to address the preparedness efforts in the following areas: prevention, protection, mitigation, response, and recovery.

At all times, the principal will lead the first response at the school to any emergency and will activate the Emergency Response Team. Immediately upon activation of the Emergency Response Team, the Director of Operations or their designee will notify local authorities. Additional resources can be arranged as needed.

Distribution of the Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police within thirty days of adoption.

Send Building Level Safety Plans to:

New York State Police

Headquarters - Field Command

Attn: Safe Schools NY

1220 Washington Avenue, Building 22

Albany, NY 12226

Or by email to:

info@safeschools.ny.gov

Record of Distribution

Copies of the emergency response plan, including appendices and annexes are recommended to be distributed to your School Safety Team, local fire department, area law enforcement (including village, town, county and state police), local and county emergency management, the district superintendent and any other persons deemed appropriate by the School Safety Team. Distribution of the ERP shall be recorded in the following table.

Agency	Name of Receiving Party	Date Distributed

Plan Reviews and Updates

8 NYCRR Section 155.17 (b) requires the School Safety Team to review its ERP annually and update it by July 1st as needed. Each update or change to the plan shall be recorded in the following table.

Revision/Update/Amendment	Name	Date

2. Purpose and Situation Overview

Schools are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, exposing students/staff to injury, and causing damage to public or private property. The interior and exterior portions of all school buildings, school grounds and surrounding neighborhoods should be assessed for potential threats/hazards that may impact the site, staff, and students.

Potential Threats to school
106th Street Flood Zone
Bike Lane Traffic Accidents

The threat/hazard assessment was completed on August 30, 2022 .

Specific Annexes used to address the above listed threats/hazards can be found in the Threat and Hazard Specific Annexes section.

The following table was used to aid if assessing possible threats/hazards to East Harlem Scholars Academy :

Threat, Hazard Types, and Examples

Threat and Hazard Type	Examples
Natural Hazards	<ul style="list-style-type: none"> • Earthquakes • Tornadoes • Lightning • Severe wind • Hurricanes • Floods • Wildfires • Extreme temperatures • Landslides or mudslides • Winter precipitation • Wildlife
Technological Hazards	<ul style="list-style-type: none"> • Explosions of accidental release of toxins from industrial plants • Accidental release of hazardous materials from within the school, such as gas leaks or laboratory spills • Hazardous materials release from major highways or railroads • Radiological releases from nuclear power stations • Dam Failure • Power Failure • Water Failure
Biological Hazards	<ul style="list-style-type: none"> • Infectious diseases, such as pandemic influenza, extensively drug-resistant tuberculosis, <i>staphylococcus aureus</i>, and meningitis • Contaminated food outbreaks, including <i>Salmonella</i>, botulism, and <i>E. coli</i> • Toxic materials present in school laboratories
Adversarial, Incidental, and Human-Caused Threats.	<ul style="list-style-type: none"> • Fire • Active shooters • Criminal threats or actions • Gang violence • Bomb threats • Domestic violence and abuse • Cyber attacks • Suicide

Planning Assumptions and Limitations

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The East Harlem Scholars Academy ERP is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases dissemination of warning to the public and implementation of increased readiness measures may be possible; however, most emergency situations occur with little or no warning.
- A single site incident could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response can reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions taken before an incident can stop or reduce incident-related losses.
- Maintaining the East Harlem Scholars Academy ERP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the schools readiness to respond to incidents.

The overall strategy of a East Harlem Scholars Academy ERP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

Implementation of the Incident Command System (ICS)

The Incident Command System (ICS) will be used to manage all incidents and major planned events/drills. The Incident Commander at the school will be delegated the authority to direct all incident activities within the school's jurisdiction. The Incident Commander will establish an Incident Command Post (ICP) and provide an assessment of the situation to the emergency responders, identify incident management resources required and direct the on-scene incident management activities from the ICP. If no Incident Commander is present at the onset of the incident, the most qualified individual will assume command until relieved by a more qualified Incident Commander. 8 NYCRR Section 155.17 (e)(2)(v) requires a definition of a chain of command consistent with the Incident Command System. This chain of command shall be documented in the table included in Appendix B.

Initial Response

East Harlem Scholars Academy personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the principal, Director of Operations, and emergency responders. Any staff person or faculty in a building that sees or is aware of an emergency shall activate the ERP.

This section establishes the operational organization that will be relied on to manage an incident and includes examples of the types of tasks that may be performed by different positions.

The Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS) uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

To provide for effective direction, control and coordination of an incident, the East Harlem Scholars Academy ERP will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. East Harlem Scholars Academy ICS is organized as follows:

Incident Commander

Directs incident management activities.

Primary: Azalea Gonzalez, Director of Operations, 646-254-2570

Alternate: Ambar Acosta, Director of Operations, 917-809-0211

Alternate: Max Turner, Managing Director of Operations, 347-853-6529

Public Information Officer

Acts as liaison between school and public, including the media.

Primary: Raul Soto, Public Engagement Director, 212-831-0650

Alternate: Ingrid Sotelo, Chief of External Affairs, 212-831-0650

Alternate: Maya Vilaplana, Public Engagement Associate 212-831-0650

Safety Officer

Responsible for the overall safety of all persons involved.

Primary: Anderson Morel, Director of Facilities, 646-730-6393

Alternate: Taijanae Irby, Student Engagement Coordinator, 212-348-2518

Alternate: Briana McNeil, Director of School Culture and Family Engagement, 212-348-2518

Liaison Officer

Responsible for coordinating with outside/emergency agencies.

Primary: Max Turner, Managing Director of Operaitons, 347-853-6529

Alternate: Ashley Rodriguez, Senior Director of Operations, 347-968-8222

Alternate: Kiara Torres, Operations Associate 917-459-7251

Planning:

Responsible for collection, evaluation, dissemination, and use of information.

Operations:

Carries out response activities, universal procedures, etc.

Logistics:

Responsible for organizing resources and personnel

Finance and Administration:

Responsible for incident accounting, costs, and reimbursement

The East Harlem Scholars Academy will collect, analyze, and disseminate information during and after an incident.

Types of Information

During an incident, the school will assign administrative staff to monitor weather and local law enforcement alerts. This information will be analyzed and shared with the Incident Commander.

After an incident, the school will assign staff to monitor websites and hotlines of mental health, emergency management and relief agencies. The school will also monitor the school district information portal, to determine any information pertinent or critical to the school's recovery effort.

Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Format for providing the information
- Date and time the information was collected and shared

East Harlem Scholars Academy understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that Newark Middle School personnel and community responders are aware of their responsibilities under the East Harlem Scholars Academy ERP, the following training and exercise actions should occur.

Training

All East Harlem Scholars Academy staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and responsibilities - deliver at start of school year
- Incident Command System (ICS) Training - Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov. Or by contacting your local emergency management agency
- Annual training:
 - Review ERP with staff
 - Conduct full staff briefings on roles to perform during an emergency
 - Ensure all staff have been briefed on the communications and notifications requirements set forth in the ERP
 - Conduct student briefings on roles they perform during an emergency

Drills and Exercises

At a minimum, East Harlem Scholars Academy will conduct the following exercises/drills annually:

- Section 807 of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction must be in the form of drills or rapid dismissals and must include a minimum of 12 drills each school year.
- 8 NYCRR Section 155.17 (e)(3) - each building level emergency response plan shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

The following is recommended:

1. 1 Lockdown drill - Announced (first marking period)
2. 3 Lockdown drills - Unannounced (quarterly following the first announced drill)

Lockdown drills will be conducted internally to ensure that East Harlem Scholars Academy staff have the ability to secure the facility and students against an immediate threat to life and safety. Such drills will cause minimal interruption to academic activities and will involve the clearance of hallways, locking of classrooms and positioning of students and staff in pre-designated "safe areas" within each room. Where possible, the school should seek out opportunities to conduct full-scale response exercises with law enforcement.

Whenever a lockdown drill will be conducted, whether announced or unannounced, East Harlem Scholars Academy will notify local law enforcement and/or the regional 911 Emergency Dispatch Center prior to and at the conclusion of the drill. This will be done to ensure that law enforcement does not receive a false report that East Harlem Scholars Academy is in actual lockdown. Any announcements made during a drill will be preceded and ended with the phrase "this is a drill". This will ensure that all involved recognize that this is a drill and not a real incident (i.e. "may I have your attention, this is a drill - LOCKDOWN - this is a drill"). Additionally, a sign or notice will also be placed at all public entrances indicating that a drill is in progress and to wait for service "SAFETY DRILL IN PROGRESS - PLEASE WAIT." This will serve to notify any uninformed parents or visitors and prevent unwarranted panic.

Agreements and Contracts

If East Harlem Scholars Academy resources prove to be inadequate during an incident, East Harlem Scholars Academy will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials. Copies of these agreements are located in Appendix D.

Documentation

The ICS Section Chiefs will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be protected (i.e. in the event of a fire and flood).

The following are State and Federal authorizations upon which this School ERP is based. These authorities and references provide a legal basis for emergency management operations and activities.

- The New York State Safe Schools Against Violence in Education (Project SAVE) and 8 NYCRR Section 155.17 require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS). Refer to Appendix B for the defined chain of command.
- New York State Executive Order 26.1 (2006), established ICS as the states standard command and control system that will be utilized during emergency operations.
- Homeland Security Presidential Directive (HSPD) - 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.

Appendices

Section 4 content

The appendices are included for the purpose of documenting vital information necessary for emergency response. These tables should be completed with the requested information or a suitable replacement inserted in their place. This information should be continually updated to avoid confusion and delay during emergency response.

Building - Administrative Staff

Name	Title	Primary Contact	Alternate Contact	Safety Team Member	CPR & AED Certified
Wallace Gaffney	Interim Principal (6-8)	347-213-9760	wgaffney@eastharlemscholars.org	Yes	
Tiffany Thomas	Principal (PK-5)	718-644-6808	tthomas@eastharlemscholars.org	Yes	
Azalea Gonzalez	Director of Operations	646-254-2570	agonzalez@eastharlemscholars.org	Yes	Yes
Ambar Acosta	Director of Operations	917-809-0211	aacosta@eastharlemscholars.org	Yes	Yes

District Contact Information

Name	Title	Primary Contact	Alternate Contact	Safety Team Member
Max Turner	Managing Director of Operations	347-853-6529	mturner@ehp.org	Yes
Anderson Morel	Director of Facilities	646-730-6393	amorel@ehp.org	Yes
Ashley Rodriguez	Senior Director of Operations	347-968-8222	arodriguez@ehp.org	Yes

Transportation Contact Information

Name	Title	Primary Contact	Alternate Contact	Safety Team Member
Kiara Torres	Operations Associate	917-459-7251	ktores2@eastharm lemscholars.org	Yes
Franchesca Rodriguez	Operations Associate	718-877-1130	frodriquez@ehp. org	Yes

Command Staff

Incident Commander

Primary: Azalea Gonzalez, Director of Operations, 646-254-2570

Alternate: Ambar Acosta, Director of Operations, 917-809-0211

Alternate: Max Turner, Managing Director of Operations, 347-853-6529

Safety Officer

Primary: Anderson Morel, Director of Facilities, 646-730-6393

Alternate: Taijanae Irby, Student Engagement Coordinator, 212-348-2518

Alternate: Briana McNeil, Director of School Culture and Family Engagement, 212-348-2518

Liaison Officer

Primary: Max Turner, Managing Director of Operaitons, 347-853-6529

Alternate: Kiara Torres, Operations Associate 917-459-7251

Alternate: Ashley Rodriguez, Senior Director of Operations, 347-968-8222

Public Information Officer

Primary: Raul Soto, Public Engagement Director, 212-831-0650

Alternate: Ingrid Sotelo, Chief of External Affairs, 212-831-0650

Alternate: Maya Vilaplana, Public Engagement Associate 212-831-0650

8 NYCRR Section 155.17 (e)(2)(ii) - requires the designation of an emergency response team, other appropriate response teams, and a post-incident response team. The following tables are provided for the documentation of those teams your schools ERT and PRT, please add additional tables if other response teams are utilized.

Emergency Response Team

Name	Title	Primary Contact	Alternate Contact
Azalea Gonzalez	Director of Operations	646-254-2570	
Ambar Acosta	Director of Operations	917-809-0211	
Anderson Morel	Director of Facilities	646-730-6393	

Post-Incident Response Team

Name	Title	Primary Contact	Alternate Contact
Raul Soto	Public Engagement Director	212-831-0650	
Max Turner	Managing Director of Operations	347-853-6529	
Anderson Morel	Director of Facilities	646-730-6393	

Time	
7:45-8:05	Arrival
8:05-10:35	Academic Classes
10:35-1:00	Academic Classes and Lunch Periods
1:00-2:50	Academic Classes
2:50-3:15	Dismissal
3:15-5:15	After School Clubs

8 NYCRR 155.17 (e)(2)(iii) Procedures for assuring that crisis response, fire and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area.

Floor plans should include the following recommendations:

- All labels typed
- Include school name and address
- Include a key to define any symbols used
- Include a compass indicating North
- Each floor should be a separate page
- Building entrances labeled (including service entrances)
- Windows and interior doors graphically shown
- Rooms labeled with room number
- Common areas and administrative offices labeled by use
- Location of water, gas and electrical shutoffs clearly noted

Map/Image of grounds should include the following recommendations:

- All labels typed
- An overview of campus with all buildings labeled
- Include a key to define any symbols used
- Include a compass indicating North

Map/Image of surrounding areas should include the following recommendations:

- Labeled streets
- Labeled buildings
- Include key to define any symbols used

Floor Plans and Maps for East Harlem Scholars Academy Charter School all available on EMS online applicaiton here: <https://secure.navigateprepared.com/login.php>