



Guidance for Principals on Emergency Preparedness Activity on Thursday, June 6, 2024

At-Home Pivot to Remote Simulation

As you have emphasized the importance of this emergency preparedness activity to your staff, we want to provide you with some guidance around activities for the day of the activity. Since June 6 is a remote professional development day for staff, we have scheduled this activity for 30 minutes in the morning and have requested voluntary participation from families.

During this remote simulation, both teachers and students will log into TeachHub and access NYCPS online applications during a scheduled time in the morning. This will allow our colleagues in the Division of Instruction and Information Technology (DIIT) to review the “load” this puts on the system (the number of users on at once and how that affects our systems).

SCHEDULE:

To effectively test our systems, grades will log-in via a staggered schedule. **It is critical that online activities take place during designated grade times so that our DIIT team can monitor activity during this simulation.**

Please remind school staff and students to log-in through [Teachhub](#) at their designated time.

On Thursday, June 6, school-based staff and students will log into Teachhub at the start times in the schedule below and stay on until the end times:

8:25 AM - 8:55 AM **Grades 6-8 Staff**

8:30 AM - 8:55 AM **Grades 6-8 Students**

8:40 AM - 9:10 AM **Grades 9-12 Staff**

8:45 AM - 9:10 AM **Grades 9-12 Students**

8:55 AM - 9:25 AM **Grades 3K/PreK - 5 Staff**

9:00 AM - 9:25 AM **Grades 3K/PreK - 5 Students**

**ACTIVITY:**

In the previous P-digest, we shared a menu of items that teachers can use for their activity with their students. Please see below:

Sample Menu of Activities for Spring 2024 Simulation

Synchronous
<ul style="list-style-type: none">• Kahoot or Game Activity (New York City Trivia, or Social Studies, Name that Tune, Guess who)
<ul style="list-style-type: none">• Wellness Activity: Mindfulness and meditation activities
<ul style="list-style-type: none">• Review of upcoming school events/DOE Calendar
<ul style="list-style-type: none">• Office Hours or Advisory Committee
<ul style="list-style-type: none">• Class or School Wide read aloud
<ul style="list-style-type: none">• Debate
<ul style="list-style-type: none">• Physical Education Teachers engage school in a movement activity or a Go Noodle Activity
<ul style="list-style-type: none">• Drawing activity: Draw your summer plans and share
<ul style="list-style-type: none">• Guest lectures
<ul style="list-style-type: none">• Activity: 5 minute Video message, 20 minutes synchronous time with teacher or principal, 25 minutes asynchronous activities
<ul style="list-style-type: none">• Virtual Field Trip

****Students *must* log in through TeachHub and access Zoom, Google Classroom, etc.**

****Service providers could offer office hours or advisory or one-on-one check-in with students during this simulation (could also support students logging in or [resetting passwords](#))**

****If you need help accessing any systems, please contact your school's SPOC. If SPOCs need further assistance, please contact the Borough Technology Directors.**

Schools can combine activities as follows:

[Sample Agenda:](#)

Icebreaker: Provide Context, Activate The Chat

Activity 1: Kahoot

Activity 2: Review End of the Year Calendar