

District Response Team Emergency Preparedness Overview

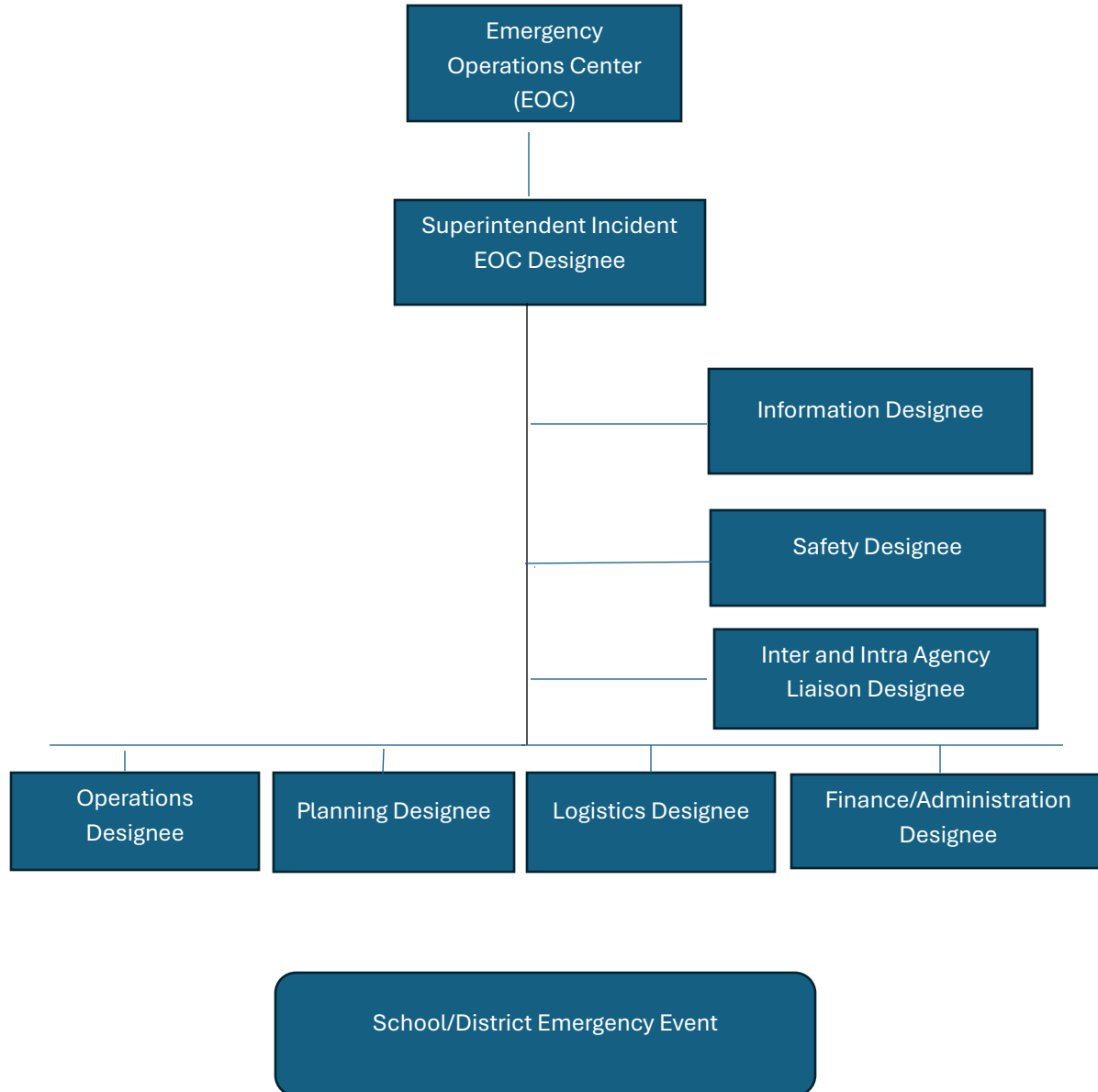
An operational emergency—whether natural, man-made, or technological—can severely disrupt a district's ability to function, threatening life safety, critical student services, and legally required operations. For the District Response Team, this means being prepared to respond to incidents like severe weather, infrastructure failures, cyberattacks, or public health crises that could impact schools and administrative functions.

New York City Emergency Management (NYCEM) oversees citywide emergency coordination, while our District Response Team operationalizes these efforts at the local level through our Continuity of Operations (COOP) Plan. This plan ensures we maintain essential services—from facility safety and emergency communications to student instruction, nutrition, technology, payroll, and administrative functions—even during disruptions.

The Superintendent's EOC Designee plays a pivotal role, leading the District Response Team by aligning emergency actions with citywide protocols, executing Incident Action Plans (IAPs), and coordinating resources. By integrating preparedness, response, and recovery, the District Response Team ensures operational resilience, minimizes disruptions, and prioritizes the safety and continuity of critical services for our school communities.

This structured approach allows the district to respond efficiently to emergencies of any scale while upholding NYCPS emergency preparedness standards.

The below Incident Command Model (ICM) is embraced by the NYC Emergency Management Agency (NYCEM) to ensure continuity and alignment with all our city agencies' emergency response protocols, so all obligations are covered:



This model is designed to be flexible and scalable, meaning that only the positions necessary to manage a specific incident are activated. The Superintendent Incident EOC Designee is the only position that is always activated and can perform all the functions below. A small incident might only require the Superintendent Incident EOC Designee, while a larger, more complex incident might require all, or most positions listed below, to be activated.

- **Emergency Operations Center (EOC)** helps facilitate the coordination of information and resources, ensuring effective mobilization of resources, management of information, and coordination and control of emergency operations. Acts as the command hub for emergencies, coordinating information and resources. The EOC is open 24 hours, 7 days a week, and can be reached at EOC@schools.nyc.gov or by calling 718-233-8515.
- **Superintendent Incident EOC Designee** manages the incident emergency response and coordinates with the EOC for additional resources and supports and shares updated information as it comes in. Leads the emergency response, works with the EOC for extra support, and shares updates.
- **Information Designee** gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information on the incident for internal audiences. Gathers and shares clear, accurate, and timely updates about the incident.
- **Safety Designee** monitors incident operations and advises the superintendent incident EOC designee on matters relating to the health and safety of students and employees. The Safety Designee helps assess, communicate, and prevent unsafe acts during the incident.
- **Inter and Intra Agency Liaison Designee** is the point of contact for internal offices and external organizations to help provide feedback on our policies, resource availability, and other incident-related matters.
- **Operations Designee** is responsible for direct management of all incidents related to operational activities. Directly manages all response actions related to the incident.
- **Planning Designee** collects and evaluates information about the incident's current and potential development and helps track resources assigned to the event, to help prepare for cascading events and create an incident action plan. Tracks the incident's progress, monitors resources, and helps create a plan for the next steps.
- **Logistics Designee** helps by ensuring that all necessary resources and support services are managed and available to sustain the incident activities through coordination with their linear designees. Make sure all needed supplies, equipment, and support are available for the response.
- **Finance/Administration Designee** is responsible for tracking and managing all financial and administrative aspects of an incident, including timekeeping, cost analysis, contract negotiation, and claims processing. Handles money-related matters, like tracking costs, contracts, and worker timekeeping.