Dr. Mauriciere Degovia, Ed.D.
Senior Executive Director
Office of Emergency Planning and Response
131 Livingston Street – Room 606
Brooklyn, NY 11201

Response Overview

An operational emergency is any event, whether natural, man-made, or technological, that could significantly impact the ability of an organization or the city to maintain its core operations.

This could include events like severe weather, infrastructure failures, cyberattacks, public health crises, or other incidents that disrupt essential services like life safety, critical public services, or legally required operations.

New York City Emergency Management (NYCEM) is responsible for coordinating citywide emergency planning and response, including supporting the development and implementation of Continuity of Operations (COOP) Plans for City agencies.

Key Elements of COOP

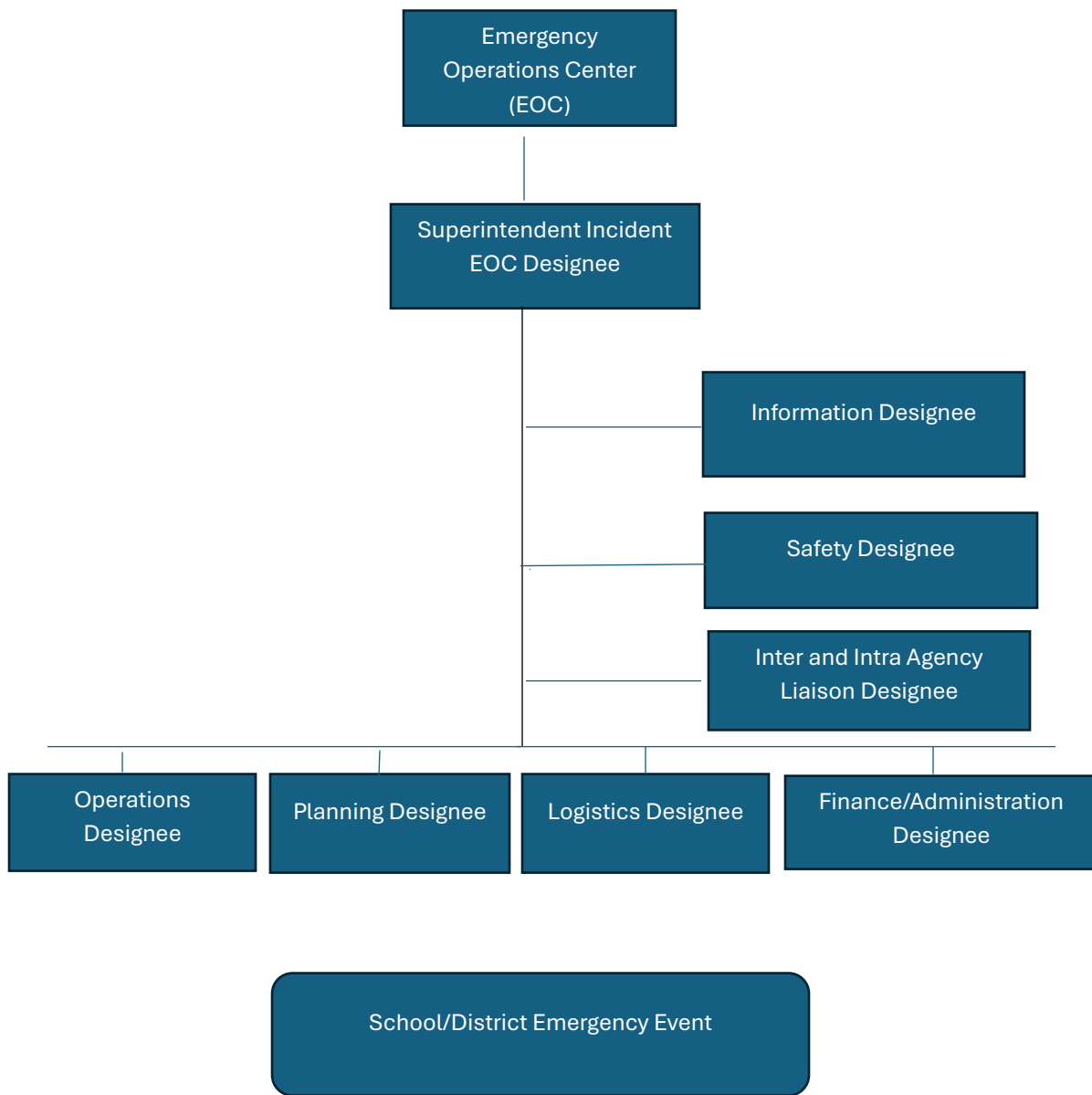COOP plans typically include plans for:

- **Readiness and Preparedness:** Identifying potential threats, vulnerabilities, and developing strategies to mitigate risks.

- **Activation and Relocation:** Establishing procedures for transferring activities, personnel, records, and equipment to alternate facilities.

- **Reconstitution:** Returning to normal operations after the emergency has passed.

Effective COOP plans are crucial for enabling the resilience and continuity of essential services during and after an operational emergency, protecting public safety and minimizing disruption to the city or a city agency.

NYCPS COOP Objectives:

- Ensure Facilities Safety and Security (Life Safety)
- Coordinate Emergency Communications (Life Safety)
- Deliver Educational Instruction (Critical Public Service)
- Provide Student Support Services (Critical Public Service)
- Maintain Student Nutrition & Welfare (Critical Public Service)
- Operate Technology Infrastructure
- Process Payroll & Critical HR Functions
- Manage Critical Administrative Functions

NYC Public Schools

Dr. Mauriciere Degovia, Ed.D.
Senior Executive Director
Office of Emergency Planning and Response
131 Livingston Street — Room 606
Brooklyn, NY 11201

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:

```
                    Emergency
                    Operations Center
                    (EOC)
                        |
                    Superintendent Incident
                    EOC Designee
                        |
                        |————————————— Information Designee
                        |
                        |————————————— Safety Designee
                        |
                        |————————————— Inter and Intra Agency
                        |               Liaison Designee
                        |
      ——————————————————————————————————————————————————
      |               |               |                 |
 Operations      Planning        Logistics       Finance/Administration
 Designee        Designee        Designee        Designee
```

School/District Emergency Event

NYC Public Schools

Dr. Mauriciere Degovia, Ed.D.
Senior Executive Director
Office of Emergency Planning and Response
131 Livingston Street — Room 606
Brooklyn, NY 11201

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.