SAFETY (SAVE) PLAN 2026-2027

Richmond Prep Charter School

2245 Richmond Avenue

Staten Island, NY 10314

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Integration Charter Schools (ICS) Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. The Plan was developed by the School Safety Team through a series of meetings and following Safety Plan guidelines distributed by NYSED. The Safety Team will review emergency response plans with security professionals and consult with other schools with high quality SAVE plans to ensure feasibility and thoroughness.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and well thought planning. We will conduct table top and actual drills including plans to facilitate organized and effective use of these plans in the case of an actual emergency.

Safety Response Team

The Integration Charter Schools Safety Response Team is comprised of, but not limited to, representatives from the BRT (Building Response Team), Board of Directors, Administration, Parents, Students, Faculty, School safety personnel, and other school personnel as follows:

Richmond Prep Charter School BRT

BRT Member (Name)	Position / Assignment	Role / Responsibility
Ferrugia Sonthonax	Network Emergency Preparedness Support/Chief Emergency Officer	Provides network-level guidance and support on emergency preparedness, including escalation and coordination with school leadership as needed. Building-level drill leadership remains with the designated school team.
Mia Marcucilli	Network Emergency Preparedness Support	Provides network-level guidance and support on emergency preparedness, including escalation and coordination with school leadership as needed. Building-level drill leadership remains with the designated school team.

Jennifer Ozinegbe (Principal) & Derneeka Cruse (Assistant Principal)	Incident Commander / BRT Leader	Initiates the drill, oversees first-floor evacuation and clearing, and coordinates reentry.
Ms. Novak	Safety Officer / Evacuation Timekeeper	Monitors first-floor exit and reentry flow, ensures safety outside, serves as Timekeeper and communicates status with the BRT team.
Ms. Dham	Second-Floor Evacuation Lead / Operations	Oversees evacuation and clearing of the second floor and communicates status with the BRT team.
Mr. Janneh; Ms. Dinac + Mr. Hayes + Mr. See	First-Floor Evacuation Lead / Access Control	Oversees evacuation and clearing of the first floor and communicates status with the BRT team. Secures designated exit doors in the open position during evacuation and monitors building access to prevent unauthorized reentry.
Ms. Cruz + Ms. Lewis	Emergency Preparedness / Logistics Coordinator	Distributes updated maps, ensures signage is visible, and ensures the emergency bag is ready for pickup.
Mr. Lawton	First-Floor Clearing Team / Evacuation Support	Clears the first floor, monitors exit/reentry flow and safety outside, and communicates status with the BRT team.
Meranda Thomas	Special Needs / Accessibility Coordinator	Coordinates evacuation assistance and accountability for individuals requiring additional support.
Irma Cruz	Assembly Point Coordinator	Coordinates accountability and communication at the designated assembly location.
Darnella Lewis	Recorder / Documentation Lead	Records key response times, updates, and issues for the post-drill debrief.

Donald Hayes	Parent / Family Liaison	Coordinates approved family communications as directed by school leadership.

Concept of Operations

The initial response to all emergencies at Integration Charter Schools will be by the BRT. Upon activation of the Core School Safety Team, local emergency officials and the Board of Director will be notified as appropriate. Efforts may be supplemented by city and state resources through existing protocols as required.

The Core School Safety Team will also serve as the Emergency Response Team and Post Incident Response Team.

Access to Floor Plans

A set of floor plans and a diagram indicating School Evaluation sites and the routes students/staff will take to these sites will be provided to local emergency response agencies as part of the School Safety Planning process. Every member of the BRT will have a copy of floor plans and evacuation route maps, and a copy of each will be included in the official School Safety Binder and kept in the safety office.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan, including a review at our first Parent Teacher Organization. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Plan approved.

Certain sections of our Safety Plan with response action detail and private contact information will remain confidential and shall not be subject under Article 6 of the Public Officers Law or any other provision of law, in accordance

with Education Law Section 2801 –a. Full copies of the Building-Level Emergency Response Plan will be supplied to Police within 30 days of adoption. This Plan will be reviewed periodically during the year and will be maintained by the Core School Safety Team. The Plan will be reviewed and approved each year by September 30th.

SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

Prevention/Intervention Strategies

ICS believes strongly in the wisdom of implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises, Student Training, Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency Contact Information.

Building Personnel Training

- In preparation for planning and executing drills, the Safety Team will review information/guidance on the NYSED and the New York State Center for School Safety websites as well as Safety Plans from other schools.
- When hiring school safety personnel, the School will ensure all personnel have the appropriate background, experience and training to fulfill their role, including training in how to de-escalate potentially violent situations.
- The School will review the details of its Safety Plan with all faculty and staff prior to school opening (including all plan logistics, roles, responsibilities, and back-up plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood the School Safety Plan.
- The Safety Team will take CPR and AED training bi-annually.

Drills/Exercises/Student Training

- The Safety Team will conduct 'table top' exercises – playing through the execution of each of our multi-hazard plans using an actual school and neighborhood layout diagram.
- The School will review all emergency response plans with students within the first 2 weeks of school, to ensure all students understand expectations for their action/behavior and that of the entire school community.

- The School will conduct mandated actual safety drills that test components of the School Safety Plan.

Shelter In Place

Purpose

Focuses on courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).

Shelter In Place (Dangerous situation outside the building)	• Principal/Designee announces over intercom "This is a shelter in" • The BRT will take positions - confirms all entrances/exits are secure • All activity continues as normal - nursing and special services will travel to rooms, if needed • The Chief Emergency Officer contacts local police, etc. • Once clear, the announcement "This shelter in has been lifted" is made

Hold in Place

Definition

Focuses on courses of action when students and staff are required to remain in place for an unexpected short duration incident, such as a fight, medical emergency, or facilities issue.

- Principal/Designee announces over intercom "This is a Hold in place"
- The BRT will take positions - confirms all entrances/exits are secure
- All activity inside classrooms continues as normal - nursing and special services will travel to rooms, if needed

• The Chief Emergency Officer contacts local police, etc.
• Once clear, an over intercom announcement “This hold-in place has been lifted” is made.

Evacuation

Purpose

Focuses on the courses of action that schools will execute to evacuate school buildings and grounds. Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger. Disabled people who are on the second floor of the building will enter the roof play area during an evacuation. Fire department personnel will be notified.

Evacuation	• Sound fire alarm • Teacher grabs the emergency folder in the room. Teachers check all students out of the room and close the door. Students in hallways or bathrooms will walk out with the nearest staff member. They will be checked in at the BRT post brought to where their teacher has evacuated to. • All safety responders take radios • Receptionist brings emergency bag • Students with physical disabilities who cannot exit the building will be escorted by a staff member to the student entrance/exit on the 4th floor top of the stairwell. • Receptionist and Principal ensure building is empty • Meet at designated spot

	• Principal confirms ALL CLEAR and everyone returns to building

On-Site Evacuation Assembly Areas

Evacuating from:	**Evacuating to:**
2245 Richmond Avenue	Travis Avenue

Off-Site Evacuation Locations

Location Name	**Address**	**Contact Name**	**Contact Number**
Hilton Garden Inn	1100 South Ave	Richard Nicotra	917-887-2721
Hampton Inn	1120 South Ave	Richard Nicotra	917-887-2721

Lockdown (Hard/Soft)

Purpose

Focuses on the courses of action schools will execute to secure school buildings during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured in rooms away from immediate danger.

- Over the intercom, the Principal/designee announces, “A lockdown is in effect.”
- Teachers will scan the hallway and pull staff or students into classrooms.
- Teachers lock classroom doors (and move students to the farthest corner away from the door), remind everyone to be silent and shut off the lights.
- The Chief Emergency Officer contacts local police. All staff and students must remain in lockdown - including Safety staff until lockdown is lifted.

- Local Police will arrive, secure the building and give guidance to the Chief Emergency Officer.
- Once clear, the announcement “the lockdown has been lifted” will be made.
- In a soft lockdown Administration and the safety team will not lock down.

Public Health, Medical and Mental Health

Purpose

Describes the courses of action that the school will implement to address emergency medical, e.g., first aid, public health, and mental health counseling issues. Schools should coordinate these efforts with the appropriate emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives.

- The nurse will be onsite during all safety drills and emergencies.
- Medical supplies will be with the nurse.
- All Safety Officers are trained bi-annually in CPR.
- All schools have several mental health counselors on staff and will be present during post incidents
- Our nurse is from NYC Department of Health and Hygiene (DOH) and we will work with the DOH to report any health emergencies or situations.

Accounting for All Persons

Purpose

Focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

- Attendance will be checked with our online system (PowerSchool).
- Any issues will be reported to the Assembly Point Supervisor immediately.
- Authorities will be called, if necessary.
- Students will be released when all persons are accounted for and the situation is deemed safe by authorities.

Family Reunification

Purpose

The Family Reunification details how students will be reunited with their families or guardians. If dismissal cannot happen as normal, families will be notified where and when to pick up students. Once parents/guardians are checked off with emergency access cards, students will be signed out and released.

Safety (Security)

Purpose

Focuses on the courses of action that schools will implement on a routine, ongoing basis to secure the school from criminal threats originating from both inside and outside the school. This includes efforts done in conjunction with law enforcement personnel.

- All school entrances and exits are secured in lock mode at all times.
- Safety cameras are placed all around the buildings and at all entrances/exits.
- Safety officers are patrolling indoor and outdoor facilities consistently.
- Periodic meetings and correspondence with local police happen on an on-going basis.
- Student handbooks have protocols for search and seizure procedures.
- If there is ever a question regarding FERPA or HIPPA rights, our legal counsel will be contacted.

Implementation of School Safety Policies and Protocols

The Safety role at Integration Charter Schools are expected to be as follows:

Safety:

- At the start and end of the school day, there will be a Safety Officer at the front door and/or on the street.
- During the school day, one Safety Officer will be at Corporate Commons 3 building

Hall Monitors:

Faculty and Administration will monitor hallways before and after school, and during class change times.

Other School Safety protocols include:

- Only the student entrance door of the school will be open at the start of the day and during dismissal. It will be monitored by staff during those times.
- All school visitors will be required to show identification upon entering the school building, and to wear a school visitor tag containing the

visitor's name and floor. As necessary, visitors will be escorted to the appropriate floor.
- ICS will have several Safety cameras located inside the building.
- There will be a Safety audit conducted within the first 2 months of the school year.
- The Principal, Safety Officers and Head of the BRT will be provided with walkie-talkies to use in the event of an emergency drill or actual occurrence to ensure a means of communication.

Coordination with Emergency Officials

The Chief Emergency Officer will contact local emergency officials to review emergency procedures, to verify contact protocols and information, and to coordinate their involvement in School Safety drills.

Maintenance of Vital Education Agency Information

Emergency/Safety Bag

An updated School Staff contact list (with cell phone numbers) will be maintained by the Human Resources Department and placed within the School "Emergency/Safety Bag." This bag will also contain: a list of all local emergency contact names and numbers (police, fire, hospital, local officials), emergency contact information for all school staff. Also in the bag will be a 'Student Emergency Contact' binder with Emergency Contact sheets for each student. Information on how to access the robocall system to alert all parents/guardians will be kept in the bag, as well. The bag will be located with the Operations Associates. The BRT will be aware of protocols for retrieving the bag.

Hazard Identification

Through a walk-through and in consultation with local police and School Safety staff, as a part of developing the School Safety plan, the BRT identified the following potential emergency sites and situations:

Potential Emergency Site	Related Potential Emergency Situations
School School Building - particularly in stairwells	Student confrontation
Bus Stop	Student confrontation
Field Trips	Student confrontation

SECTION III: RESPONSE

Assignment of Responsibilities

The chain of command at Integration Charter Schools in the case of emergencies is as follows:

1. Principal – Head of School
2. Assistant Principal
3. Chief Emergency Officer

Continuity of Operations

- In relinquishing command, the Head of School or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

Notification and Activation (Internal and External Communications)

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- Building Intercom
- School Phone system
- Cell Phones of BRT and staff
- Walkie-Talkies (supplied to School Safety Team members)
- Bull Horns
- Air Horns
- E-mail
- Robocalls

Standard notification protocol will be for:

- Notification of an incident or hazard development to Head of School as soon as possible following its detection
- In the event of an emergency, Head of School will notify all building occupants to take appropriate protective action

Also, upon the occurrence of a violent incident, the Chief Emergency Officer will contact the appropriate local law enforcement officials. A list of local law enforcement officials and contact information will be maintained in the School "Emergency/ Safety Bag." The Chief Emergency Officer (CAO) will also have a soft copy of this document on file in their office.

In the event of a disaster or violent act, as necessary the Head of School will notify the President of ICS and Board of Trustees via phone/email, and all staff via walking to classrooms if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

As necessary, the School will notify parents of a violent incident or early dismissal through use of the Call System and/or email/and/or an Advisory phone chain (faculty member calls all parents within their Advisory). Parent contact information will be maintained on Student Emergency Contact forms. The Call System will also be maintained with current family/parent/guardian contact information.

Note: Families will be instructed on the website as to where to find updated information and contact numbers for the school in the event of any emergency situation.

Responses to Implied or Direct Threats of Acts of Violence

All of the below plans are in keeping with the School's Zero Tolerance Policy for School Violence:

Source of Threat	Plan
Student	• Implement de-escalation procedures (remove student from situation, have Team Leader/Administration discuss incident and causes for incident with student) • Determine level of threat (Critical, High, Medium, Low) • Inform Principal, Deans, Counselors and Safety team • As necessary, contact parent/guardian, police and/or hospital • As necessary, inform staff • Monitor situation to ensure it's resolved

	• If necessary, implement Emergency Response Plan
Staff / Other Personnel	• Implement de-escalation procedures (remove staff from situation, have Administration discuss incident and causes for incident with staff) • Determine level of threat (Critical, High, Medium, Low) • Inform Principal and Safety team • As necessary, refer to Personnel Handbook for disciplinary action • If necessary, implement Emergency Response Plan
Visitor	• Isolate and contain Visitor • Determine level of threat (Critical, High, Medium, Low) • Inform Principal and Safety team • If necessary, implement Emergency Response Plan

Acts of Violence

The below plan is in keeping with the School's Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds, the School will follow the procedure below:

- Injured parties will be treated accordingly
- Offending individual will be contained
- Head of School, in consultation with the Chief Emergency Officer and the Chief Emergency Officer, will determine the level of threat
- As required:
    - The immediate area of the act will be isolated and/or evacuated
    - Lockdown procedures will be activated
    - Local law enforcement agencies will be notified
    - Situation will be monitored and response adjusted, as necessary
- As necessary:
    - Initiate early dismissal
    - Initiate shelter in, Lockdown or evacuation procedures

Protective Action Options

Situation	Plan
School Cancellation	Monitor situation that may warrant school cancellation (Principal) Make cancellation determination Inform Families/Students Inform Staff Inform Board of Trustees As necessary, inform other parties (transportation, deliveries)
Early Dismissal	Monitor situation that may warrant early dismissal (Principal) Make early dismissal determination in consultation with ICS President Contact transportation providers and make required arrangements Inform Families/Students Inform Staff Retain appropriate school personnel onsite until all students have been returned home/picked up
Evacuation (before, during and after school hours)	Determine level of threat (Critical, High, Medium, Low) Contact transportation providers and provisionally make required arrangement Clear all evacuation routes and sites Evacuate staff and students to pre-arranged evacuation sites Account for all students and staff. Report any missing persons to Principal/Staff Liaison Make determination regarding early dismissal If dismissing early, contact families/transportation providers for pick up. Ensure adult/continued school supervision/Safety Retain appropriate school personnel onsite until all students have been returned home/picked-up
Movement to Sheltering Sites	Determine level of threat (Critical, High, Medium, Low) Confirm sheltering location, depending on nature of incident Evacuate staff and students to pre-arranged sheltering site Account for all students and staff. Report any missing persons to Principal/designated person Make determination regarding early dismissal

	If dismissing early, contact families/transportation providers for pick up Retain appropriate school personnel onsite until all students have been returned home/picked-up

All of the above will be followed in cooperation with local emergency responders.

All Incidents

- Parents – the Chief Executive Officer will determine if and when parents need to be informed. This will be done in consultation with the President of ICS.
- Media – the Chief Executive Officer will determine if and when the media needs to be informed. This will be done in consultation with the Board of Trustees.
- The school Safety team will convene within 48 hours of an event to conduct a situation debrief. The debrief process will include soliciting input from other school leaders, as follows: Principal asks for feedback from faculty and students, as appropriate. The results of this debrief will inform future plan updates.

Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the Chief Emergency Officer will request assistance from emergency services' organizations and local government agencies. Contact names and numbers will be maintained in the school emergency/safety plan bag. Soft and hard copies of this contact information will be maintained by the Head of School, Chief Emergency Officer and Chief Emergency Officer in their offices.

A record will be maintained of all local government emergency assistance requests and responses.

Procedures for Obtaining Advice and Assistance from Local Government Officials

As necessary, the Chief Emergency Officer or Chief Emergency Officer will request advice and assistance from local government officials (borough and city) and the local Police. Contact names and numbers for all relevant local government officials and agencies will be maintained in the school emergency/safety plan binder. Soft and hard copies of this contact information will be maintained by the Chief Emergency Officer and the Chief Emergency Officer in their offices.

School (District) Resources Available for Use in an Emergency

The following school resources are available in case of an emergency:

- Emergency Bag (flashlight, batteries, First Aid Kit, etc.)
- AED (brought by nurse)

Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies

Security of Crime Scene

The Chief Emergency Officer or designee is responsible for crime scene safety and crime-related evidence until relieved by law enforcement officials.

No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

Situational responses

- Multi- Hazard Response
- Fire
- Intruder in the Building
- Medical Emergency
- Threat of Violence (by student, staff, visitors, other)
- Explosive/ Bomb Threat

- Hostage/ Kidnapping
- Civil Disturbance
- School Bus Accident
- Gas Leak
- Hazardous Material
- Biological Threat
- Radiological Threat
- Epidemic

SECTION IV: SITUATIONAL RESPONSE DETAIL

Multi-Hazard Response

Emergency Situation	Response
Fire	Sound fire alarm Teacher retrieves the emergency folder in the room. Teachers escort the current class to an agreed meeting location (see diagram below) Students stay with teachers. Teachers check all students are out of the room and close door All safety responders take walkie-talkies Pick up Emergency Bag Operations Associates and Principal ensure building is empty Meet at designated spot Principal confirms All Clear Return to school
Shelter In (Dangerous situation outside building)	Principal announces over intercom "a Shelter In is in effect" The BRT will take positions All activity continues as normal inside the building The Chief Emergency Officer contacts local police, etc. Once clear, an announcement " the shelter-in has been lifted" is made over the intercom
Lock Down (Intruder in Building)	Over intercom, Principal/designee announces, "a lockdown is in effect." Teachers will scan the hallway and pull staff or students into the classrooms/rooms. Teachers will lock classroom doors and move students away from windows, remind everyone to be silent and close lights. The Chief Emergency Officer contacts local police, etc. BRT will scan building and assess the situation Once clear, an announcement "the lock down has been lifted" is made over the intercom
Medical Emergency	Nurse is informed The Principal is informed Police, Fire or Ambulance will be contacted by the Director of Student Safety

Explosive/ Bomb Threat / Gas Leak	Announcement is made "All persons evacuate immediately" Teachers escort current classes to agreed meeting location. Students stay with teachers and listen for further instructions. All safety responders take walkie-talkies Pick up Emergency Bag First Responders confirm "All Clear" Principal announces "All Clear" Return to school
Hostage/ Kidnapping (within building)	Over intercom, Principal announces "A lockdown is in effect" Teachers lock classroom doors Chief Emergency Officer contacts local police, etc. Once clear, the announcement "the lock down has been lifted" is made
Civil Disturbance (outside building)	Over intercom, the announcement " a shelter in is in effect" is made Director of School Safety contacts local police, etc. Once clear, over intercom announcement "the shelter in has been lifted" is made.

Summary of Situations and Associated Communication Phrases

Emergency Situation	Communication Code Phrases
Intruder Is In The Building	"A lockdown is in effect"
Intruder Alert Is Over	"The lock down has been lifted"
Bomb Threat	"All Persons Evacuate Immediately"
Civil Unrest	"A shelter in is in effect"

SECTION V: RECOVERY

Post Incident Response Team

Title	Name
Chief Operation Officer	Ferrugia Sonthonax
Network Director of Operations	Mia Marcucilli
Managing Director of Culture and Climate	Mark Mohamed
Director of Communications and Strategy	Christiana Ruggiero
Chief Executive Officer	Sean Harrell
Principal	Jennifer Ozinegbe

Integration Charter schools recovery (post incident responses) will include, but is not limited to:

Short term:

- Mental health counseling for staff and students
- Building security
- Facility restoration
- Post incident critique

Long term:

- Mental health counseling for staff and students
- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Counseling Team for Richmond Preparatory Charter School

- ICS Counseling Department will be available post incident to work with students, families and staff.

Title	Name	Division
School Counselor	Vickey Dinac	Richmond Prep
School Counselor	Jordan See	Richmond Prep

- After the recovery stage of any incident, the Integration Charter Schools safety team will conduct an internal meeting that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the safety plan will be made as appropriate.

APPENDICES

Appendix 1: School Buildings covered by this District-Wide/ Building-Level School Safety (SAVE) Plan

School # 1 Name	**Richmond Preparatory Charter School**
Address	**2245 Richmond Avenue, Staten Island NY 10314**
Contact Name	**Jennifer Ozinegbe**
Contact Title	**Principal**
Contact Phone #	**(347) 855-2238**
Contact Email	**jozinegbe@richmondprepcharter.org**

Appendix 2: Building Level Plan Detail (CONFIDENTIAL)

(To be appended to District Level/Building Level Safety Plan, but NOT distributed to the public)

Appendix 3: BRT members and the School Chain of Command

2024-2025 School Building Safety Team (BRT Team Members)
Richmond Preparatory Charter School BRT Team

BRT Member (Name)	Position / Assignment	Role / Responsibility
Ferrugia Sonthonax	Network Emergency Preparedness Support	Provides network-level guidance and support on emergency preparedness, including escalation and coordination with school leadership as needed. Building-level drill leadership remains with the designated school team.
Mia Marcucilli	Network Emergency Preparedness Support	Provides network-level guidance and support on emergency preparedness, including escalation and coordination with school leadership as needed. Building-level drill leadership remains with the designated school team.

Principal + Assistant Principal	Incident Commander / BRT Leader	Initiates the drill, oversees first-floor evacuation and clearing, and coordinates reentry.
Ms. Novak	Safety Officer / Evacuation Timekeeper	Monitors first-floor exit and reentry flow, ensures safety outside, serves as Timekeeper and communicates status with the BRT team.
Ms. Dham	Second-Floor Evacuation Lead / Operations	Oversees evacuation and clearing of the second floor and communicates status with the BRT team.
Mr. Janneh; Ms. Dinac + Mr. Hayes + Mr. See	First-Floor Evacuation Lead / Access Control	Oversees evacuation and clearing of the first floor and communicates status with the BRT team. Secures designated exit doors in the open position during evacuation and monitors building access to prevent unauthorized reentry.
Ms. Cruz + Ms. Lewis	Emergency Preparedness / Logistics Coordinator	Distributes updated maps, ensures signage is visible, and ensures the emergency bag is ready for pickup.
Mr. Lawton	First-Floor Clearing Team / Evacuation Support	Clears the first floor, monitors exit/reentry flow and safety outside, and communicates status with the BRT team.
Meranda Thomas	Special Needs / Accessibility Coordinator	Coordinates evacuation assistance and accountability for individuals requiring additional support.
Irma Cruz	Assembly Point Coordinator	Coordinates accountability and communication at the designated assembly location.
Darnella Lewis	Recorder / Documentation Lead	Records key response times, updates, and issues for the post-drill debrief.

Donald Hayes	Parent / Family Liaison	Coordinates approved family communications as directed by school leadership.

Emergency Chain of Command

1. Principal – Head of School
2. Assistant Principal
3. Chief Emergency Officer

Appendix 4: Local emergency resources contact list:

Local Police: NYPD/911
MTA: 646-252-2542 or 347-694-2542
OPT: 718-482-3868

SAFETY RELATED PERSONS' CONTACT INFORMATION

Role	Name	Work Phone
Chief Operation Officer/Chief Emergency Officer	Ferrugia Sonthonax	(646) 320-6941
Network Director of Operations	Mia Marcucilli	(917) 325-6287
Chief Executive Officer	Sean Harrell	(347) 698-0314
Managing Director of Culture and Climate	Mark Mohamed	(917) 776-6534
Principal of Richmond Prep	Jennifer Ozinegbe	(646)-739-3012