

Command Post Activation Guide

FOR ALL EMERGENCIES, CALL 911, EIC AND NOTIFY YOUR SSA/SUPERVISOR AND BOROUGH SAFETY DIRECTOR

THIS GUIDE SHOULD REMAIN POSTED IN THE DESIGNATED COMMAND POST, PLACED IN THE BRT KIT AND ALL BRT BINDERS.

THE GRP RESOURCES AND BRT ACTION SHEETS SHOULD BE USED TO GUIDE THE BRT WHEN ACTIVATED.

CONTACT INFORMATION: ALWAYS CALL 911 IN AN EMERGENCY		
Emergency Information Center (EIC): 718-935-3210	<i>Borough Safety Director:</i>	<i>NYPD/SSD (for non-emergency issues such as coverage after 4PM and on weekends):</i> 718-730-8696
<i>Office of School Support Services (Office of Pupil Transportation, Food Services):</i> 718-729-6100	<i>Deputy Director of Facilities:</i>	<i>Office of Legal Services:</i> 212-374-6888
<i>Network Legal Counsel:</i>	<i>School Safety Borough Command:</i>	<i>Local NYPD Precinct:</i>

NOTE: During a bomb threat or suspected explosive device, the use of electronic devices (phones, two way radios) is prohibited.

GENERAL COMMAND POST INFORMATION: STAFFING	
<p>Command Posts may be established internally or externally depending on the incident/conditions. A Command Post will be opened through a public address system announcement, or the activation of the fire alarm signal. Staff required to report to the command post include:</p> <p><i>Principals from all schools on the campus (if applicable) - BRT Leader - Nurse/Health Aide - Custodial Engineer - School Safety Agent - Recorder</i></p> <p>Upon arrival, field support staff members are to be directed to the Command Post. These individuals include your Borough Safety Director, Deputy Director of Facilities, Superintendent/Network Staff. As first responders arrive, they should be directed to the command post as well.</p> <p>SCHOOL SAFETY PLAN AND EVACUATION INFORMATION MUST REMAIN CONFIDENTIAL AND MUST NOT BE POSTED ON SCHOOL WEBSITES OR POSTED ON BULLETIN BOARDS THROUGHOUT THE BUILDING.</p>	
GENERAL COMMAND POST INFORMATION: MATERIALS	
<p><u>Internal Command Post</u> (Prior to beginning an evacuation when first responders provide specific directions for a controlled evacuation, shelter-in, soft lockdown, and recovery after a hard lockdown.)</p> <p><u>Basic Materials Required (schools may add materials):</u></p> <ul style="list-style-type: none"> • Copy of School Safety Plan with “easy-to-read” floor plans • Copy of all General Response Protocol tools • The BRT Bag including the BRT Action Sheets • Additional keys to classrooms and offices • AM/FM Radio • Two-way Radios • Computer/printer/fax/copier/landline phone/cell phone • Current rosters and blue card information • Water and non-perishable snacks • Various office supplies (paper, pens, markers, tape) 	<p><u>External Command Post</u> (Once an evacuation begins and during the relocation process until everyone is at the relocation site.)</p> <p><u>Basic Materials must remain portable to be relocated as necessary:</u></p> <ul style="list-style-type: none"> • Rolling cart • Copy of School Safety Plan with “easy-to-read” floor plans • Copy of all General Response Protocol tools • Bullhorn/portable PA system (more than one if possible) • Two-way Radios • Current class rosters, blue card information, emergency contact information for staff. Information may also be in electronic format if laptops are accessible. • Various office supplies (paper, pens, markers, tape) • AED unit and First Aid supplies • Cell phones



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THE FOLLOWING TABLE OUTLINES THE BASIC ACTIONS TO BE TAKEN WHEN ACTIVATING A BRT AND OPENING A COMMAND POST FOR EMERGENCIES THAT REQUIRE THE USE OF THE GENERAL RESPONSE PROTOCOLS. <i>MANY ACTIONS OUTLINED BELOW WILL TAKE PLACE SIMULTANEOUSLY.</i>		
Evacuation and/or Relocation: CALL 911	Shelter-In: CALL 911	Lockdown (Soft or Hard): CALL 911
<ul style="list-style-type: none"> Make appropriate GRP announcement and direct all BRT members to the command post or to specific posts (internal or external). For campus buildings, all principals are required to report to the single command post. Ensure that a member of the custodial team, nurse, and school safety are at the command post. First responders should be directed to the command post. An SSA should remain at the command post to coordinate communication with first responders. Ensure that 911, EIC, the BSD, and Superintendent/Network Support are notified. The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. The BRT Leader should ensure that all BRT equipment is available. The APC should ensure that all documents (copies of blue cards, staff emergency contact information, etc...) are available. EO should ensure that the relocation sites are prepared and in "stand-by". In addition, the EO should ensure that the external command post is available before it is required. Once the evacuation begins, the command post staff should relocate to the external post and obtain updates on conditions from BRT members assigned to street posts until the incident has ended. The BRT and Crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan. 	<ul style="list-style-type: none"> Make appropriate GRP announcement and direct all BRT members to the command post or to specific posts throughout the building. For campus buildings, all principals are required to report to the single command post. Ensure that members of the custodial team, nurse, and school safety are at the command post for a briefing. An SSA should remain at the command post to coordinate communication with first responders. Ensure that 911, EIC, the BSD, and Superintendent/Network Support are notified. The Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. The IA should report to each post to identify and report any issues to the command post. BRT members, floor wardens, and any available support staff should be directed to hall/floor posts to assist in monitoring internal conditions and report any issues to the command post. The command post remains open until the incident has ended and the BRT Leader confirms that the building is functioning as normal. The BRT and Crisis teams coordinate all recovery efforts and follow the Crisis Intervention Plan. 	<p><u>Soft Lockdown: No imminent danger = building sweep</u></p> <ul style="list-style-type: none"> Make appropriate GRP announcement and direct all BRT members to the command post for deployment throughout the building. For campus buildings, all principals are required to report to the single command post. Ensure that a member of the custodial team and school safety are at the command post for a briefing of the situation. An SSA should remain at the command post to coordinate communication with the first responders. Ensure that 911, EIC, the BSD, and Superintendent/Network Support are notified. Recorder should begin taking accurate notes of all who are present, directions given, and notifications/updates. The BRT leader and principals <u>should not</u> actively conduct a sweep of the building unless a lack of staffing makes it necessary to do so. Many critical decisions and notifications must be made throughout the incident from the command post. Conditions on each post should be reported to the command post. Sweep team members should only initiate communications to report problems. <p><u>Hard Lockdown: Imminent danger = NO building sweep.</u></p> <ul style="list-style-type: none"> Everyone is in lockdown and waiting for first responders. The command post opens after the all-clear is given to begin the recovery process. The BRT and Crisis teams coordinate all efforts and follow the Crisis Intervention Plan.

