



School Safety Plan (Public)

SY 2026–2027

Hebrew Language Academy Charter School

2186 Mill Avenue,

Brooklyn, NY 11234

Purpose

A comprehensive safety plan is essential to maintaining a safe and supportive school environment. Hebrew Language Academy Charter School implements systems, procedures, and training to ensure a secure learning experience for all students and staff.

Practices align with all applicable local, state, and federal requirements, and staff receive annual safety training prior to the start of each school year.

Security Measures

Hebrew Language Academy Charter School maintains layered security systems and is equipped with an advanced electronic security system. Hebrew Language Academy Charter School is staffed by at least one security guard who is present whenever children and/or adults are in the building. Staff are thoroughly trained in Hebrew Language Academy Charter School safety procedures to ensure effective enforcement.

- Controlled entry through a main entrance
- Visitor identification and sign-in procedures
- Security personnel on-site
- Video surveillance systems
- Emergency communication systems
- Public announcement system
- Door alarms on all exterior doors

Emergency Response Structure

Each school maintains a leadership team responsible for coordinating emergency responses in collaboration with network leadership and first responders. If the 911 response results in



any of the following outcomes, the Head of School or designee must immediately notify the Network leadership.

Triggering outcomes include:

- Full or partial school evacuation
- School closure or early dismissal
- Soft lockdown
- Hard lockdown
- Ongoing police presence at the school
- More than one student requiring emergency medical attention
- Facilities-Related Emergencies

Emergency Notification Protocol

- Staff notify school leadership immediately
- Emergency services (911) are contacted when needed
- Leadership communicates with network teams
- Families are notified through established systems

Family Communication

The school maintains updated emergency contact information in both electronic and paper records for all students. In the event of an emergency, staff use landlines and mobile phones to contact caregivers or emergency contacts. Families are contacted via phone, email, or communication platforms as needed.

School Closures & Early Dismissals

Closures or dismissals may occur due to weather, facility issues, or safety concerns. Families are notified through established communication channels.

Emergency Drills

Schools conduct required NYSED drills, including evacuation, lockdown, shelter-in-place, and hold drills throughout the school year. Families receive prior notification for scheduled lockdown drills.

- 8 evacuation drills (4 must use secondary exit routes, all before December 31)
- 3 lockdown drills (1 must occur between February 1 and March 15)
- 2 shelter-in-place/lockout drills
- 2 hold-in-place drills



Situational Emergency Responses

Procedures are in place for threats of violence, missing students, facility issues, environmental hazards, and civil disturbances.

Emergency Situation	Response
Fire	<ul style="list-style-type: none"> ● Activate the evacuation drill protocol immediately. ● Move students and staff to a safe, designated area. ● Follow further instructions from local authorities.
Earthquake	<ul style="list-style-type: none"> ● Students and staff drop to the floor ● Do not try to exit during shaking ● Cover your head and neck with one hand and seek shelter under your desk or table as best as possible ● Hold on to the leg of the desk/table with your other hand ● Post earthquake/drill, notify Hebrew Pubic team of the event ● Families must be notified before the end of day
Threat of Violence	<ul style="list-style-type: none"> ● Immediately notify the Head of School of any implied or direct threats. ● Assess the level of threat based on available information. - Contact local law enforcement, if warranted. ● Implement lockdown or Hold-in-place if deemed necessary. ● Monitor the situation continuously until resolved. - If a specific student is targeted, inform the guardian immediately.
Hostage Situation	<ul style="list-style-type: none"> ● Notify the following personnel: Head of School (or designee) ● Notify 911 and follow their instructions. Do not try to overtake the perpetrator. ● Notify all school occupants using the public address system that there is a "Lockdown". ● A lockdown of all doors and windows in rooms, offices, assembly halls, and entrances and exits should take place immediately. ● Isolate the incident from all personnel. Do not allow persons to enter the area without the advice of Police Precinct officials.

	<ul style="list-style-type: none"> ● Update the CMO leadership on the situation and actions taken. ● Follow the instructions of NYPD officials. ● After the announcement “All Clear” is given, resume normal activities.
Missing Child	<ul style="list-style-type: none"> ● The staff member who notices the child is missing must immediately alert the Head of School or Director of Operations ● If the child is not located within 5 minutes, the following steps must occur simultaneously: <ul style="list-style-type: none"> ○ Notified member of Emergency Response Team will communicate missing child/staff member to all other members ○ Head of School (or designee) will coordinate response ○ Members of the Operations team will monitor cameras for person ○ Director of Operations will initiate a Hold drill ○ Emergency Response Team will sweep indoors and outdoors for the child/staff member ○ Head of School will notify Hebrew Public team ○ Law Enforcement will be notified if student/staff member is not found within 20 minutes ○ Head of School will notify guardians if a child; emergency contact if an adult
Civil Disturbance (e.g. protest, unrest nearby)	<ul style="list-style-type: none"> ● Initiate Shelter-In protocol. ● Monitor the situation through local authorities and school security systems.
Hazardous Material / Gas Leak / Biological or Radiological Threat / Epidemic	<ul style="list-style-type: none"> ● Initiate the evacuation drill protocol. ● Relocate staff and students to a safe area, following safety officer guidance.

Arrival & Dismissal Safety

Staff supervise arrival and dismissal to ensure safe transitions and manage traffic flow. Maintain constant communication via 2-way radios.

Incident Reporting

All incidents are documented and reviewed to support follow-up and continuous improvement. All school-related injuries, safety threats, or incidents with potential legal implications must be documented using the official Incident Report Procedure.



- Applies to incidents on school grounds, in the vicinity of the school, or off-campus when they involve school personnel or students.
- Proper notification and documentation must be completed and shared with the appropriate internal and external parties.

Student Behavior & Prevention

The school maintains a Student Code of Conduct and support systems to prevent and respond to incidents. The Code of Conduct governs the behavior of all persons, whether or not their presence is authorized, upon any premises or property under the control of the school and used in its teaching, administration, and cultural, recreational, athletic and/or other programs and activities.

Mental Health & Crisis Support

Schools provide mental health supports and respond to student crises in partnership with families and external providers. We have a social worker and/or counselor onsite. They can be contacted through our internal referral system, or if immediate support is needed by text or phone call.

On-site counseling/psychological first aid location(s): In extreme cases when standard interventions from staff members are not successful in de-escalating a mental health crisis, staff will call 911.

Scene management and removal from area: A hold in place is called by HOS or nearby designee to remove students and staff from the area.

Students with known mental health issues should have a written plan to guide school personnel in steps to take if the student needs increased intervention and support. Decisions on whether a student needs such plan should be made in consultation with the parent/guardian and treating mental health or healthcare provider. Schools are encouraged to utilize school personnel with expertise in this area to develop such plans, including school social workers, school psychologists, school counselors, and other school health professionals.

Commitment to Continuous Improvement

The plan is reviewed annually and updated based on regulations, incidents, and best practices.

Contact Information

Families may contact the school's main office with safety-related questions.