Christina Tettonis
Executive Academic Officer
Co-Executive Leader

Joy Petrakos
Chief Operating Officer
Co-Executive Leader

Natasha Cahan
Principal, HCCS-PS

Cathy Kakleas
Principal, HCCS-SI

Charles Capetanakis, Esq.
Chair

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Board Member

Frank Macchiarola, Ph.D.
(1941 – 2012)
Advisory Board Member

2026-2027
PROJECT SAVE PLAN
(SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION)
DISTRICT EMERGENCY RESPONSE PLAN

HELLENIC CLASSICAL CHARTER SCHOOLS
PARK SLOPE

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INTRODUCTION

This Project SAVE plan is a District-wide School Safety Plan, developed for Hellenic Classical Charter Schools- Park Slope (HCCS-PS), for the current school year, 2026 - 2027. Hellenic Classical Charter Schools supports the SAVE Legislation and engages in a robust planning process with its staff and other stakeholders where applicable.

Our goals for maintaining our School SAVE Safety Plan ('Safety Plan') are:

- To maintain an atmosphere and set of practices that prevent violence or unsafe conditions
- To continue to implement a plan that will minimize the effects of serious violent incidents and emergencies
- To routinely evaluate our response plan for all predictable safety concern situations
- To update our document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

The Hellenic Classical Charter Schools - Park Slope Safety (SAVE) Plan has been developed pursuant to Commissioner's Regulation 155.17. At the direction of the Board of Trustees for Hellenic Classical Charter Schools (the "Board"), a Hellenic Classical Charter Schools-Park Slope Safety Team was created and charged with the development and maintenance of a Hellenic Classical Charter Schools Safety Plan.

Students, families, and teachers began attending when the school opened in September 2005. The Plan presented here is reviewed and modified by the Hellenic Classical Charter Schools - Park Slope Safety Team, following Safety Plan guidelines distributed by NYSED. The Safety Team reviews emergency response plans with security professionals when applicable.

This initial Plan was modified through a series of meetings attended by the constituencies outlined above, also following SAVE Safety Plan guidelines distributed by NYSED, and in consultation with existing schools with high quality SAVE plans to ensure feasibility and thoroughness.

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

B. School Safety Team

The HCCS-PS Safety Team will be composed of, but not limited to, representatives from the Board of Trustees, Administration, Faculty, School safety personnel, and other school personnel as shown below. Within the School Safety Team is a Core School Safety Team that will coordinate the preparation and maintenance of the School Safety Plan, and in the case of an incident, serve to provide initial assessment and coordination of the full team as required.

HCCS-PS Safety Team
Building: 646 5th Avenue

Constituency Title	Name	Role
Board of Trustees	Charles Capetanakis, Esq.	School Safety Oversight
Executive Academic Officer Co-Executive Leader	Christina Tettonis	School Safety Team Member (CORE)
Chief Operating Officer Co-Executive Leader	Joy Petrakos	School Safety Team Member (CORE)
Principal	Natasha Caban	School Safety Team Head (CORE)
Operations Manager	Stacy Kokkoros	School Safety Team Member: 1st Floor Sweep (CORE)
School Security	James Gillespie Paul Tacconi	School Safety Team Members. 1st Floor Sweep
School Safety	Mechael Leigh	School Safety Team Member 2nd Floor Sweep
Dir. of Community & Parent Engagement/Parent Co.	Dena Capetanakis	School Safety Member
IT Manager	Damien Johnson	School Safety Member
Dean of SI HS Admissions & Greek Cultural Studies	Maria Bonakis	School Safety Member
Dean of Special Education of Schools	Denise Catapano	School Safety Member
Dean of Math and Instruction of Schools	Melissa Hionas	School Safety Member
Dean of Students	William Tinney	School Safety Team Member: 3rd Floor Sweep
Local Law Enforcement	NCO McGraph	School Safety, 72nd Precinct

The HCCS-PS Safety Team Head, Natasha Caban Vargas, along with the Core School Safety Team, will be the main decision-making body in the event of an emergency. All school-wide emergencies (fire, intruder, bomb threat, etc.) should be immediately reported to the office of HCCS-PS Principal Natasha Caban Vargas. If time permits, the School Safety Core Team will convene to determine an appropriate course of action. Should events require an immediate response, emergency action authority resides with Principal Natasha Caban Vargas or the Co-Executive Leaders.

C. Concept of Operations

The initial response to all emergencies at HCCS-PS will be by the Core School Safety Team. Upon activation of the Core School Safety Team, local emergency officials and the Board of Trustees will be notified as appropriate. Efforts may be supplemented by county 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.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan was made available for public comment during the Board meeting held in July and August 2019. We included 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 Student Organization (open to the public) in the fall of 2020. The updated Plan was formally adopted by the Board in September 2020. To ensure student safety, the plan is considered "in effect" until such time as a change needs to be made regarding new legislation or state education policy mandates require such changes.

Our School Safety Plan will remain confidential and shall not be subject to disclosure 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 were supplied to both local and State Police. This Plan is reviewed periodically during the year and will be maintained by the Core School Safety Team. Annually, the Safety Plan will be reviewed by the Board of Trustees by their June Board meeting, prior to submission to the state by July 1 of each year.

SECTION II: RISK REDUCTION/ INTERVENTION STRATEGIES

A. Prevention/Intervention Strategies

HCCS-PS 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, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:

Prevention Programs

- Social Emotional Learning – HCCS-PS values communication amongst its students and between students and staff members. Social Emotional Learning (the Competent Kids and Caring Classroom Programs) is designed to facilitate this communication and also provide a means for students to discuss bullying or other issues they are facing at school. These SEL programs include lessons on how to identify and prevent bullying, as well as exercises and lessons designed to increase understanding between students and trust between students and staff members.
- School Counselors and/or Social Workers will help facilitate violence prevention meetings, conflict resolution sessions, peer mediation and forums for students concerned about bullying/violence, as well as establishing anonymous reporting mechanisms for school violence/ bullying, etc. with the support of the School Safety Team and Administration.
- HCCS-PS also fosters a positive, safe learning environment for students by creating school schedules that minimize potential for conflicts or altercations.

Building Personnel Training

- In preparation for planning and executing drills, the School Safety Team reviews information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools.
- When hiring school safety/security 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 detail of its Safety Plans with all faculty and staff prior to school opening (including all plan logistics, roles and responsibilities, and back up plans), ensuring all are clear on all roles and responsibilities as well as logistics. All staff will sign off on having reviewed and understood School Safety Plans.
- At least one Safety Team member will attend school safety training offered by the NYC DOE and share learning with the entire School Safety Team.
- At all times, two members of the HCCS-PS Safety Team have taken CPR and AED training.

- HCCS-PS staff members are provided with Violence Intervention training

Drills / Exercises/ Student Training

- The School Safety Team meets with community emergency responders to participate in tabletop drills and coordinate emergency procedures. The "table top" exercises include 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. These drills will be conducted in coordination with local emergency response and preparedness officials, as follows: The School will schedule the dates and times of drills with local officials; Just before a drill, the school will contact local officials to announce the drill is about to start.

Drills / Exercises/ Student Training

The tentative schedule for School Safety Drills is

#	Date	Drill Type	Participants	Notes
1	09/16/2026	Evacuation drill	School wide	
2	09/17/2026	Evacuation drill	School wide	
3	09/18/2026	Evacuation Drill	School wide	
4	09/23/2026	Evacuation Drill	School wide	
5	10/07/2026	Evacuation Drill	School wide	
6	10/22/2026	Evacuation Drill	School wide	
7	11/05/2026	Evacuation Drill	School wide	
8	11/13/2026	Evacuation drill	School wide	
9	10/28/2026	Hard Lockdown Drill	School wide	
10	10/30/2026	Hard Lockdown Drill	School wide	
11	11/04/2026	Hard Lockdown Drill	School wide	
12	12/01/2026	Hard Lockdown Drill	School wide	

Implementation of School Security Policies and Protocols

School Safety/Security roles at HCCS-PS are expected to be as follows:

- School Security: dedicated staff, located as follows:
  - At start and end of the school day there will be staff members at the front door
  - During all times there will be staff members in the administrative offices located on the first floor
  - During the school day, there will be no less than 1 staff person identified to patrol the building.

- Hall monitors: Faculty and Administration will monitor hallways before and after school, and during class change times. Hall monitors and school safety personnel maintain order in the hallways by supervising the activities of all students, teachers, administrators, and visitors, and by preventing any minor student altercations from escalating into larger problems. All HCCS-PS monitors are members of the administrative team who have undergone finger print clearance and background checks, reference checks, and interviews.

- The HCCS-PS security team oversees all security personnel and devices, in accordance with NYC DOE policies.

Other School safety protocols include:

- Only the front door on the right hand side of the building will be open at the start of day.
- At this entrance, two security officers are stationed. All school visitors will be required to show identification upon entering the school building, and to wear a school name tag while in the school. As appropriate, visitors will be escorted to classrooms or offices.
- The School will have security cameras located throughout the building.

(See detailed plans for each type of emergency response in Section IV: Response)

Coordination with Emergency Officials

The Principal (School Safety Head) 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

An updated School Staff contact list (with cell phone numbers) will be maintained by the Administrative Assistants. The operations manager also maintains a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Our student information system is virtual and can be accessed from any

location, with all class lists, and emergency contacts in the event of emergency egress from the building.

B. Early Detection of Potentially Violent Behaviors

Early detection of potentially violent behaviors are important to identify and act upon. Any information that is provided from other students is related to the administrative team and then filtered to the appropriate parties for intervention, which can include a social worker or a student's mentor. Security may also be alerted to remove students suspected of such potential behavior in class to meet with the Dean or be further referred. If there is evidence to support a claim of potentially violent behaviors, the principal may elect to send one or both involved parties home for a "cooling off" period. The following day, those students would be admitted into the school with a peer mediation session to further support good relations and the end to any ongoing conflict.

C. Hazard Identification

By conducting a walk-through of the building, and in consultation with local police and school security staff, as part of developing the School Safety Plan, the following potential emergency sites and situations were identified:

Potential Emergency Site	**Related Potential Emergency Situation**	**Risk Reduction Plans**
School Building – stairwells	Student Confrontation Student inappropriate behaviors	Security and administration monitor halls and stair wells during class transition Have support staff monitor during class times Train teachers to understand that students are to be in the classroom at all times if not being escorted somewhere Security cameras in place
School Building – cafeteria	Student Confrontation Student inappropriate behaviors	Ensure 2-3 HCCS-PS staff in cafeteria at all times students are using the cafeteria (except for times when a single class is using the cafeteria)

First floor, Second Floor, Third floor & Parking Lot space	Student Confrontation Student inappropriate behavior Anyone being left on First floor, Second Floor, Third floor & Parking Lot space	Ensure sufficient HCCS-PS staff is present on all floors and parking lot whenever students are using it. The Parking Lot is to be locked at all times unless a staff is signed up in the main office to use the space. Staff Monitors from the 1st, 2nd, 3rd and 4th floors will be assigned to check the spaces prior to closing down the school for the evening.
Threats Outside School Building: • During intake • During school day • During dismissal	Students from other schools looking to start fights. Other adults in the vicinity that may pose a threat.	Principal, COO, Dean, Security officers are at the perimeter of the building at intake and dismissal. Principal, COO, Dean, Security officers remain on post outside of the building if an adult seems threatening, and contact
	Local emergencies that occur in the area and prevent students from reaching transportation home.	the appointed Neighborhood Coordination Officer (NCO). School Principal makes a decision with the COO if a shelter in place order is necessary. This decision is also coordinated with the local precinct NCO.

SECTION III: RESPONSE

A. Assignment of Responsibilities

The chain of command at HCCS-PS in the case of emergencies is as follows:

1. Principal
2. Co-Executive Leaders
3. Deans of Academics

B. Continuation of Operations

- In the event of an emergency, the Principal or their designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team
- The Co-Executive Leaders 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.

C. 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:

- School Intercom
- School Phone system, including One Call
- Cell Phones of School Safety Team and staff
- Email
- Website (www.hccs-nys.org)
- Text messaging
- Local media

Standard notification protocol will be for:

- Notification of an incident or hazard development to the Principal as soon as possible following its detection
- In the event of an emergency, Co-Executive Leaders or Principal (Head of School Safety Team) will notify all building occupants to take appropriate protective action
- External communication will be channeled through the Co-Executive Leaders and Principal

Upon the occurrence of a violent incident, the Principal will contact the appropriate local law enforcement officials. Contact information with the 72nd precinct is available in the operation manager's desk, security desk, and on the desk of the Co-Executive Leaders, Principal and Dean at all times.

In the event of disaster or violent act, as necessary the Co-Executive Leaders will notify the Board of Trustees via phone, 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 School Messenger and/or email. Parent contact information will be maintained through our student information system, Remind App, and with a school-wide email group. One Call and the Remind App will also be maintained with current family/parent/guardian contact information.

Note – Families will be instructed in the Family/Student Handbook the contact numbers for the school, in addition to immediate notification with instructions via the school messenger system in the event of any emergency situation. The Operations Manager also maintains a list of all local emergency contact names and numbers (police, fire, hospital, Board Members, local officials), Emergency Contact Information for all school staff, and a sheet with the demographics of the school (number of students, number of staff, organization chart for the school). Our student information system is virtual and can be accessed from any location, with all class lists, and emergency contacts in the event of emergency egress from the building.

D. Attendance

In the event of an emergency, it is critical to be able to account for all school members (students, staff). Daily attendance procedures, and the intersection with the School Safety Plan are as follows:

- Students – Student attendance is taken by student sign in management system daily. Students must swipe in as soon as they enter the building. All attendance is tracked ATS and can be accessed at any location to ensure that all students are accounted for. After evacuation, student attendance is taken again with students grouped in their current period class, and absentees notified immediately to ensure that all students are accounted for.

- Faculty and Staff - All faculty and staff must check in on the Daily Staff Paychex Portal at the front desk when they arrive at School. When they leave they must check out on this same portal. In the event of an emergency requiring school evacuation, the Principal has access to the portal at all times as do our Operations team. The portal is used to account for each staff member.

- Attendance sheets are located in the "Emergency/Safety" binder in the Principal's office.

E. Emergency Bag

An "Emergency Bag" will be located at the school in a location that staff will be aware of and contains this safety plan as well as faculty/staff directory, student directory, first aid kit and other emergency equipment.

All teachers will have a hand held sign that indicates if they need assistance or that everyone is accounted for in their class. Teachers bring this, along with a clipboard containing their student list during drills and emergency situations.

F. Situational responses

Multi-Hazard Response

Emergency Situation	**Response**
Fire	• Sound fire alarm • Teacher escort current class to agreed meeting location. Students stay with teachers. • Co-Executive Leaders, Principal and Dean take cell phones • Principal – Pick up Emergency Bag (with Student Emergency Contact Binder, School Safety Plan binder, Staff sign sheet) • "Sweep" staff (Safety Team Floor Point People) ensure building is empty • Meet at designated spot: YMCA 9th street & 5th Avenue • Attendance is taken • Principal/COO confirm All Clear • Return to school
Intruder in Building	Over intercom, HCCS-PS Principal takes undisclosed action (this is detailed in the building plan).
Shooting in the Building	Notification to Safety Head and Principal (Natasha Caban Vargas) or Co-Executive Leaders.

Shooting outside of the building	In the event there is a shooter outside of the building several actions will be taken: • Notification to Safety Head and Principal (Natasha Caban Vargas) or Co-Executive Leaders and the NYPD SSA. • Immediate Hard Lockdown is called and procedures for a shooter inside of the building will be followed. • Safety Head/Principal/COO will coordinate with local law enforcement (78th precinct) to ensure all students have been accounted for and are inside the building safe. • If students are outside during time of shooting, students will be ushered inside the school building to shelter in place. Counselors, School administration and Parent Coordinator will take attendance and work with families in coming to pick up students back at the school. If students had already exited the area, attendance will be taken with families to ensure they reached their destination safely.
Explosive/ Bomb Threat	In the event of a bomb threat, all possible information will be obtained and communicated to the police and bomb squad. **All calls must be made from a land line phone DO NOT use cell phones or Radios when there is potentially a bomb on site.**

	If necessary, the building will be evacuated. The receiver of the threat should attempt to get all information possible from the caller/suspect. If a suspicious package is observed, **DO NOT TOUCH IT.** • Public communication about the bomb threat will come from the Co-Executive Leaders as soon as possible after the conclusion of the incident • A letter will be sent home (and mailed later) with the students to explain the event. • The staff will receive an email of this letter and, if appropriate, information gained during the threat. Some information may not be divulged due to the needs of the law enforcement agencies and their pending investigation. • Any information sought by the media will be directed to and given out through the office of the Co-Executive Leaders. • The New York City Department of Education and the State Education Department will be notified of the bomb threat.

Hostage/Kidnapping	• Notification to Co-Executive Leaders of HCCS-PS, Safety Team and the NYPD SSA. • Make parental/guardian contact to ensure that the student is not with relatives or friends. • Follow "Intruder Procedure" if it is believed that the perpetrator might still be in the building. • Check attendance information for the student who is reported kidnapped. • Co-Executive Leaders will notify respective Supervisors and arriving agencies with pertinent and vital information.
Civil Disturbance/ Terrorist Activity	The Safety Team will take action pursuant to police and other local authority recommendations. If no such recommendation is available, the Safety Team Head will direct the Safety Team as she best sees fit.
Hazardous Material, Building Collapse, Explosion	Notification to Principal/designee, Safety Administrator and the NYPD SSA. • PA system or Fire Drill Bell Notification to staff alerting them of the situation. • Evacuation of students and staff, as needed, to the Evacuation Location with attendance information as prescribed in the School Safety Plan. • Appointed staff as outlined in the safety plan should assist in the evacuation with the exception of the contaminated area. No one is to re-enter the building/affected area without authorization from the appropriate agency. • If the building cannot be re-entered, the parents/guardians need to be called and advised of the situation. Staff should remain at the evacuated school to direct the parents/guardians to the Evacuation Location for pickup.

Medical Emergency	If at all possible, the staff member who is made aware of the medical emergency will handle it or alert another staff member known to be qualified to handle it. These activities can include administering prescribed medications. In the case of any medical emergency, the child's parent, guardian, or emergency contact will be called by HCCS-PS and, if need be, an ambulance will be called as soon as possible.

Hazardous Materials and/or Gas Leak	In the event of a gas leak or other hazardous material in the building, the Principal or their designees will contact the appropriate emergency services agency and will evacuate the building or block off the affected area as necessary. • If warranted, the decision to evacuate the building will be done so by sounding the fire alarm. Before an evacuation is conducted, all routes out of the building must be determined to be safe and away from the spill area. • The local Fire Department and New York State DEC will be immediately notified if deemed a problem beyond the reach and expertise of the Safety Team.
Biological Threat, Radiological Threat	If the threat is internal to the school, the protocols for Hazardous Materials and/or Gas Leaks should be followed. The Principal and Co-Executive Leaders will notify the Safety Team if the threat is in the immediate area, following orders from local emergency authorities.
Epidemic	The Principal or Co-Executive Leaders will notify the Safety Team if the threat is in the immediate area, following orders from local emergency authorities.
Weather Related Incidents	Students and staff are aware that the school is closed on days that all other New York City public schools are closed. If a dangerous weather situation or natural disaster should occur after school has convened for the day, students will either be sent home, if safe and possible, or held at school for dismissal when it is safe and possible.
Source of Threat	**Plan**
Student	As stated in the HCCS-PS Student Family Handbook, acts of violence within school grounds are considered a major offense. Punishments will be proportional to the severity of the offense, and may include, but are not limited to, parental notification, suspension, or expulsion. Punishment will be determined at the discretion of the Co-Executive Leaders, Principal, and other relevant Board members, faculty members and administrators. • Implement de-escalation procedures - Remove student from situation, have Social Workers or Counselor discuss incident and causes for incident with student. • Determine level of threat (Critical, High, Medium, Low) • Inform Principal, and as necessary, Superintendent • As necessary, contact parent/guardian, police and/or hospital • As necessary, inform staff • Monitor situation to ensure resolved • If necessary, implement Emergency Response Plan

Staff/ School Personnel	• Implement de-escalation procedures - Remove staff member from situation, have Principal and/or Co-Executive Leaders discuss incident and causes for incident with staff member • Determine level of threat (Critical, High, Medium, Low) • As necessary, contact police and/or hospital • As necessary, inform staff and Board of Trustees • Monitor situation to ensure resolved • As deemed appropriate, ban person from the property and prosecute legally. • If necessary, implement Emergency Response Plan
Visitor	• Implement de-escalation procedures - Remove visitor from situation, Principal will discuss incident and causes for incident with visitor • Determine level of threat (Critical, High, Medium, Low) • As necessary, contact police and/or hospital • As necessary, inform staff and Board of Trustees • Monitor situation to ensure resolved • As deemed appropriate, ban person from the property and prosecute legally. • If necessary, implement Emergency Response Plan

Responses to Implied or Direct Threats of Ats of Violence

All of the below plans are in keeping with the School's Zero Tolerance Policy for School Violence *The school will also provide violence de-escalation and early warning sign identification training for all staff within the first month of school.*

Response to 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 taken care of
- Offending individual will be contained
- Co-Executive Leaders, in consultation with the Principal, 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 or evacuation procedures
  - shelter or evacuation procedure

Protective Action Options

Situation	**Plan**
School Cancellation	• Monitor situation that may warrant school cancellation (Co-Executive Leaders, Principal) • Make cancellation determination • Inform Families/Students • Inform Staff • Inform Board • As necessary, inform other parties
Early Dismissal	• Monitor situation that may warrant early dismissal (Co-Executive Leaders and Principal) • Make early dismissal determination • Agree time to send early dismissal signal (intercom) • Inform Families/Students • Inform Staff • Inform OPT • Retain appropriate school personnel on site until all students have left
Sheltering In	• Monitor situation that may warrant sheltering in (Co-Executive Leaders, Principal) • Make sheltering in determination • Inform Families/Students • Inform Staff • Inform Board • Remain in contact with local authorities/agencies making the recommendation for sheltering in
Evacuation (before, during and after school hours)	• Determine level of threat • Clear all evacuation routes and sites • Evacuate staff and students to pre-arranged evacuation site • Account for all students and staff populations. Report any missing persons to Principal • Make determination regarding early dismissal • If dismiss early, contact families • If dismiss early, inform OPT • Ensure adult/continued school supervision/security • Retain appropriate school personnel on site until all students have left

Movement to Sheltering Sites	• Determine level of threat • Confirm sheltering location, depending on nature of incident • Evacuate staff and students to pre-arranged sheltering site • Account for all students and staff populations. Report any missing persons to Principal • Make determination regarding early dismissal

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

For all Situations:

- Parents - The Principal and Co-Executive Leaders will determine if and when parents need to be informed and will do the informing. This will be done in consultation with the senior Admin Team.
- Media –The Co-Executive Leaders will determine if and when the media needs to be informed and will do the informing. This will be done in consultation with the Board.
- The School Safety Team will convene within 48 hours to conduct a Situation Debrief. The Debrief process will include soliciting input from other school constituencies as follows: Principal asks for feedback from faculty and students (as appropriate), Superintendent asks for feedback from other school constituencies (staff, security staff, etc.). The results of this Debrief will inform future plan updates.

Summary of Situations and Associated Communication Code Phrases

Emergency Situation	**Communication Code Phrases**
Intruder – Is In the Building	Included in Building Plan
Intruder – Alert Is Over	Included in Building Plan
Bomb Threat	Included in Building Plan
Civil Unrest	Included in Building Plan

Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the Co-Executive Leaders will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/ Safety Plan Binder. A soft and hard copy of this contact information will be maintained by the Principal and Chief of Operations 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 Co-Executive Leaders will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. Contact names and numbers for all relevant local government officials and agencies, and the Red Cross will be maintained in the School Emergency/ Safety Plan Binder. A soft and hard copy of this contact information will be maintained by Principal and Chief Operating Officer in their offices. A record will be maintained of all Local Government Officials and Agencies requests and responses.

School (District) Resources Available for Use in an Emergency
The following school resources are available in case of an emergency:

- Cell Phone
- Tool Box
- First Aid Kit
- Flashlight
- Moving Cart

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

(see Multi-Hazard Plans above)

G. Security of Crime Scene

- The Principal (Head of School Safety Team) or designee is responsible for crime scene security 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.

SECTION IV: RECOVERY

HCCS-PS Recovery (Post Incident Responses) will include, but not be limited

to: Short term:

- Mental health counseling for staff and students
- Building security
- Facility Restoration
- Post Incident Critique - After the recovery stage of any incident, the HCCS-PS Safety Team will conduct an internal Situation Debrief 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.

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.

Note that the HCCS-PS Safety Team has coordinated with statewide plans for disaster mental health services to ensure that the School has access to federal, state and local mental health resources in the event of a violent incident.

After the recovery stage of any incident, the HCCS-PS Safety Team will conduct an internal Situation Debrief 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.

Christina Tettonis
Executive Academic Officer
Co-Executive Leader

Joy Petrakos
Chief Operating Officer
Co-Executive Leader

Natasha Caban
Principal, HCCS-PS

Cathy Kakleas
Principal, HCCS-SI

Charles Capetanakis, Esq.
Chair

Nikolaos Leonardos
Treasurer

C. Harvey Newman
Secretary
Educational Chairman

B. Dean Angelakos
Board Member

Effie Lekas
Board Member

Nikiforos Mathews, Esq.
Board Member

Spiros Moustakas, Esq.
Board Member

Bianca Rajpersaud
Board Member

Grazia Svokos, Ed.D
Board Member

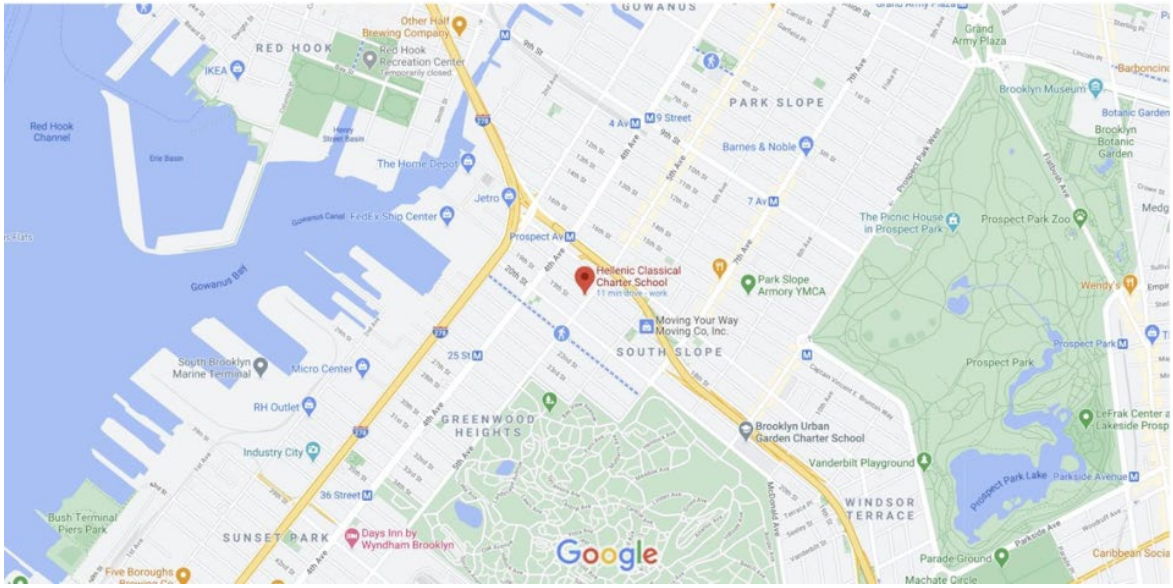
Liana Theodoratou, Ph.D
Board Member

Frank Macchiarola, Ph.D
(1941 – 2012)
Advisory Board Member

Appendix 1: Street Map

HELLENIC CLASSICAL CHARTER SCHOOLS – PARK SLOPE

646 5th, Avenue, Brooklyn, New York, 11215



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Appendix II: Local Resources Telephone Numbers

Emergency Services……911

Local Police: 72nd Precinct……(718) 965-6311

Local Fire Engine……911

NYC Department of Education……311

American Association of Poison Control Emergency Hotline……(800) 222-1222

Con Edison……(800) 752-6633

Department of Environmental Protection……311