

Job Description

Site Information

Organization Name: MERCAZ HATORAH BELLE HARBOR
Legally Responsible Entity: MERCAZ HATORAH BELLE HARBOR
Address: 505 BEACH 129TH STREET ROCKAWAY PARKWAY, NY 11694
Site Safety Director: Rabbi S.Z. DICKER
Phone # 718-474-3064
Fax# 718-634-4510
E-mail Address: office@ymhbbh.com
Site Operation hours: 9:00 A.M. – 10:00 P.M.

Programs Operating at this site:

Name	Mercaz Hatorah Belle Harbor	Months of Operation	September - July
Type	Non-Public Post-Secondary School	Ages served	17-25
Address	505 Beach 129 th Street	Number of Students	80
Hours of Operation	9:00 A.M. – 10:00 P.M.	Floors of Operation	First and Second Floor
Legally Responsible Entity	Mercaz Hatorah		

Lead Security and Safety Compliance Coordinator:

Rabbi S.Z. Dicker

Program Operation and Maintenance

	Last Inspection Date	Maintenance Schedule
Boiler/Furnace/HVAC		Annually
Lead Paint Survey	N/A - Certified Lead Free	N/A
Exit and Fire Extinguishers		Semi-annually

The fire alarms are checked routinely.

The smoke detectors are checked when time is changed to and from Daylight Savings Time.

The water systems; window guards; indoor / outdoor equipment; and the safety of the electrical system are inspected on an annual basis to ensure all are in working order.

Security Procedures/ Policies on access to facilities

The street doors of the site are locked from the outside to avoid unauthorized or forced entry into the premises. All means of egress are closely monitored via CCTV.

The following staff members are responsible for opening and closing the building:

Name	Title	Responsibility
Rabbi David Zomick	Manager	Opening the building
Rabbi David Zomick	Manager	Closing the building

All unknown visitors to the building will be screened as follows:

- Visitor must show valid identification.
- Each visitor is escorted to his or her location
- Access to all school facilities is restricted to students, employees and authorized visitors who are approved by the school administration.
- After hours student access is provided by contacting appointed employee's and or students.

Emergency Equipment

The Supervisor-In-Charge and/or designated staff member must

- Inspect the first aid kit monthly and replace materials as soon as possible;
- Maintain a cell phone or walkie-talkie system for the director and board chair to utilize in the event of telephone service disruptions;
- Maintain battery operated flashlights;
- Maintain a battery-operated radio to listen to emergency broadcasts;
- Check that all fire exits, fire extinguishers, and fire and smoke alarms are working properly at all times. The program must cooperate with the Fire Department inspections and implement corrective actions immediately;
- If possible, ensure that important paper and computer files are "backed up" and stored in duplicate at an off-site secured location. This includes contact information for both students and staff.

Disaster Sheltering-In

There will be times when the appropriate response to a disaster may require that emergency responders' direct students and staff to remain within the building, or be "sheltered-in".

The following procedures must be followed when sheltering-in is required:

The teachers should lead their students in a calm and orderly way to:

- A hallway and away from windows and glass
- An area that is isolated and where ventilation can be turned off, if needed; (E.I. the lower basement)
- An area that is lower than the first floor and away from the main entrance of the building; and,
- An area that has access to emergency resources such as water, cups, non-perishable food, blankets, change of clothing, a battery operated radio, and flashlights.

The determination that staff and students should remain inside during a disaster will be made by local law enforcement and public safety officials. Once that decision has been made, staff will be given particular directions as to where staff and students should be moved as well as the steps that need to be taken to ensure that the relocated environment remains free from the dangers outside of the building.

Procedures for During an Explosion

In case of explosion, staff and students will get under sturdy tables or desks if things are falling around them. As soon as the falling comes to a halt and it was determined safe for them to leave the site, they will leave quickly, watching for obviously weakened floors and stairways, and will be especially watchful of falling debris. Once outside, they will not stand in front of windows, glass doors, or other potentially hazardous areas. They will move away from sidewalks or streets which are being used by emergency officials or others still exiting the building.

Fire Drill Procedures

- Fire drills will take place at least once each month.
- At the sound of the alarm, the students are lined up quickly and quietly in double file.
- Teachers must take up a position that will ensure calm, orderly, and a quick exit while accompanying the students. The lead teacher leads the class at the head of the group, Before leaving class environs, the teacher must make a quick check and yell, "Is everyone out?" to assure no one is left behind.
- Each class will move quickly and quietly through the pre-designated exit.
- The students will continue walking toward the end of the block.
- A class list should be taken along, and be crosschecked upon safe exit to ensure that all students are accounted for.
- The custodial staff will check the classrooms, bathrooms, or any other place a student might be left behind, and report results to the safety supervisor.
- When an "all clear" signal is sounded, the teachers lead the students back to the building
- The safety supervisor should make a written assessment after every drill, assessing the timing, evacuation routes, etc. and plan on ways to improve it.

Fire Safety and Emergency Evacuation Plan

Posters for Emergency Evacuation Procedures

Emergency evacuation procedures, implementing Fire Department recommendations, are posted in conspicuous places throughout the facility.

The emergency evacuation plan includes the following:

- How students and staff will be made aware of emergencies
- Primary and secondary routes of egress
- Methods of evacuation including where students and staff will meet after evacuating the building and how attendance will be taken
- Roles of the staff and chain of command
- Notification of authorities and the students' parents

Fire Safety & Emergency Evacuation

The 505 Beach 129th Street building has two means of egress on ground level; one right side exit, and one left side in the building. The building contains two stories plus the basement level.

In case of fire or other emergencies:

Classes on the first floor closer to the main exit will use front main exit and will head down

The teacher will lead and will not leave the class until assuring that every student has left the room.

The clerical and custodial staff will check the classes, bathroom, or any other room or place a student might stay behind such as closets, corners, behind doors and cubbies. All teachers will take their class rosters when they evacuate the building to ensure that all students are accounted for.

Disabilities

In the event that there are handicapped students who need assistance to evacuate the building, the social service staff person assigned to that respective class will be responsible for providing special assistance to those students.

Relocation

Once everyone has been safely evacuated and accounted for, all students and staff will relocate to:

First Alternative Location: 511 Beach 129^h Street
Belle Harbor, NY 11694
718-945-4420

Second Alternative Location: 124-05 Rockaway Beach Boulevard
Belle Harbor, NY 11694
718-474-3064

This location will be communicated with the parent body and will be utilized unless otherwise directed by NYPD, NYFD, or other authorized emergency personnel.

Parent notification

In the event of an evacuation due to a real emergency, parents will be notified as quickly and efficiently as possible under the circumstances. Once the safety of all students has been established parent notification should be top priority.

Location of Fire Extinguishers

One per floor. Each one is next to an exit Two in the kitchen and one by boiler.
We have two floors and a basement.

Supervision of Students during an Evacuation

Staff will assure that all students present are evacuating the building by taking attendance upon departure. Staff will take a roll call of each student upon reaching a safe area.

Process for Responding to Student Abuse/Maltreatment Allegations

Employees will be required to report to the Statewide Central Registry within 24 hours of an allegation or arrest. An employee who is suspected of abuse/maltreatment will be immediately removed from students. Director will assess and document all information regarding an allegation.

Campus policy regarding sexual assault:

Mercaz Hatorah is fully committed to maintaining a safe and secure environment for all students. Accordingly, the school adheres to a strict no-tolerance policy with regard to sexual assault, domestic violence, dating violence and stalking. Domestic Violence is defined as the occurrence of one or more of the following criminal offenses upon a person protected under the Prevention of Domestic Violence Act of 1990: Homicide, Assault, Terroristic threats, Kidnapping, Criminal Restraint, False Imprisonment, Sexual Assault, Criminal Sexual Contact, Lewdness, Criminal Mischief, Burglary, Criminal Trespass, Harassment, Stalking.

In the event of a sex offense, or incident of domestic violence, dating violence or stalking, students are urged to contact the police immediately. The nearest police station is located at NYC Police

100th Precinct 92-24 Rockaway Beach Blvd Rockaway Beach NY 11693, Telephone 718-318-4200. If a student does not feel comfortable contacting the police directly, he may do so indirectly through the school's police liaison, Rabbi Yossi Goldstein. Should such an assault or incident occur, it is important for the student to preserve all evidence as proof of a criminal offense. Victims of sexual assault, domestic violence, dating violence or stalking are directed to contact a special culturally-sensitive project called Kol Tzedek. Their confidential hotline is 718-250-3000. This is a dedicated hotline and is answered by culturally sensitive social workers and legal staff. A brochure of their services is available at the following website: http://www.brooklynda.org/kol_tzedek/Kol%20Tzedek%20Brochure%202012.pdf

Victims of domestic violence may also contact the Shalom Task Force's Confidential Hotline at (718) 337-3700. Mercaz Hatorah will change a victim's academic and living situation after the alleged sex offense if changes are requested by the victim and are reasonably available. In the case of an alleged sex offense, incident of domestic violence, dating violence or stalking, both the accuser and the accused will be called before a disciplinary committee headed by the Dean of Men. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Rabbi Shmuel Z Dicker will interview both parties and any witnesses in order to make a determination of the student's culpability. The accuser and the accused will be informed of the school's disciplinary proceeding with respect to the alleged offense or incident.

Any student who is found guilty of sexual assault, domestic violence, dating violence or stalking, as determined by an investigation by a faculty board of inquiry, will immediately be expelled from the institution. There is no due process involved, and no appeal will be accepted. Attendance at our institution is a privilege, not a right, and may be withdrawn without notice if the student is deemed a threat to the safety and security of the student body.

Campus crime reporting procedures

Any student or employee who observes a crime should immediately notify the nearest police station. In addition, in the event of any threatening event (e.g. bomb threat, suspected criminal, suspicious character on premises, etc.) the person who observes the danger should carefully and quietly notify the senior administrative staff member on campus so that all students and employees can be notified and advised what precautions to take, while avoiding panic.

All crimes should be brought to the attention of Rabbi Yossi Goldstein, who serves as a liaison with the local police in coordinating information and keeping students informed. Pertinent crime information will be publicly announced to the student body within 24 hours of a crime.

Policies for preparing the annual disclosure of crime

statistics: The institution annually discloses crime statistics to students and employees.

Programs to educate students and employees about campus security procedures: Students are expected to read all the security materials carefully, and to adhere to all policies.

Programs to educate students and employees about crime prevention: Students are expected to observe rudimentary precautions, such as traveling in groups after dark and in high crime areas.

Statistics, for most recent calendar year (and last two as available), of violent offenses thefts reported to police: There have been no documented cases of violent offenses.

Statistics on liquor, drug, and weapons abuses: There have been no documented offenses related to liquor, illegal drugs or weapons.

Substance abuse policy: See Drug and Alcohol policy

Mental Health

Support for Emotional Distress Following an Emergency

In the event that an emergency impacts students, families, or staff, our community's mental health professionals will be contacted to help mediate the emotional effects of the emergency or crisis and strengthen resilience. We can refer a student to Chai Lifeline Crisis Hotline. Their phone number is 212-465-1300 or 877-242-4543

Corrective Action Plan

The program will formulate a corrective action plan to protect the students and staff, in the event that a staff member is alleged to have committed a crime.

Corrective Action Plan will contain:

- A general description of the alleged incident and the date it occurred
- Age and gender of student/students involved
- The staff member involved and their responsibilities related to student supervision or potential for unsupervised contact with students
- Steps taken to protect the well-being of students in our care while the alleged incident is under investigation

Lost student protocol

Policy

Mercaz Hatorah Belle Harbor is committed to promote student safety during off-site experiences ensuring that no student leaves program premises or field trips unsupervised.

Procedures

In the event that a student is found to be missing, the employee will immediately report the information to the following authorities: Rabbi Yosef Goldstein, NYPD, Student Abuse Hotline and. In addition, a responsible adult will be assigned to notify the parents.

The local search team and first aid service, Shomrim Safety Patrol and Hatzolah will be contacted and will assume responsibility for determining the parameters, scope, and duration of search, as well as instructions and decisions. Staff to student ratio for the remaining students will be maintained.

The Shomrim Safety Patrol will be responsible to conduct a student assessment and to determine if there is a need for medical intervention. They will also be responsible for determining what has transpired during the student's absence and if intervention is indicated.

The director together with the special events coordinator will document a report within 48 hours of the incident.

- Staff – At the beginning of the school year, direct service staff will be trained in routine attendance and lost student plan.

Staff Training

Program staff will be trained in the following areas:

- New Employee Orientation – all new staff members
- Training Curricula
- Student Abuse Recognition and Reporting – all staff members

- Provision of first aid and emergency medical assistance
- Procedures for Student Supervision and Discipline
- Fire Safety and Fire Drills
- Student and Staff Evacuation Procedures
- Supervision during Off-Site Activities
- Process to document attendance at staff training