

EMERGENCIES AND DISASTER PREPAREDNESS

The Superintendent shall direct the development of plans, procedures and mechanisms for responding to emergencies and crises in the schools that threaten human life and property. He/she shall consult with law enforcement agencies, health and social services agencies and emergency management planners in developing these plans and shall ensure that they provide for the protection of the health, safety and welfare of the school population as well as supportive services for staff, students and their families.

Plans and procedures shall include these elements:

- A. Cooperation with local government agencies in developing and carrying out a school/community disaster plan that includes procedures for building lockdowns when necessary;
- B. Mechanisms for the orderly evacuation of buildings in case of fire or other emergencies;
- C. Means to provide as much protection as possible for children at school and on their way to and from school;
- D. Training in individual self-protection and survival techniques for students and staff;
- E. Communicating specific instructions to students and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

The Superintendent shall develop and provide an inservice training program for school staff to enable them to recognize and appropriately respond to crises, consistent with the District's plans, procedures and mechanisms for managing crises. The inservice program shall be reviewed and updated annually.

School Safety and Security Plan

The Board directs the Superintendent and his/ her designees to develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the schools. Written plans and procedures and mechanisms shall, at a minimum, provide for:

- A. The protection of the health, safety, security and welfare of the school population;
- B. The prevention of, intervention in, response to and recovery from emergency and crisis situations;
- C. The establishment and maintenance of a climate of civility; and
- D. Support services for staff, students and their families.

The Superintendent shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate, in the development of the district's plans, procedures, and mechanisms for school safety and security.

The plans, procedures, and mechanisms shall be consistent with the format and content established by the Domestic Security Preparedness Task Force and the commissioner.

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The plans, procedures, and mechanisms shall be reviewed annually and updated as appropriate.

The Superintendent shall disseminate a copy of the school safety and security plan to its employees. In addition:

- A. New employees shall receive a copy of the school safety and security plan, as appropriate, within 60 days of the effective date of their employment;
- B. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan;
- C. All employees shall attend an in-service training program designed to allow all district Board of Education employees to recognize and appropriately respond to safety and security concerns, including emergencies and crises, in a manner consistent with the district Board of Education's plans, procedures and mechanisms for school safety and security.

Fire Drills and School Security Drills

Fire drills shall be held at least once each month for all students in all schools including summer schools. There shall also be at least one homeland security drill per month. Actual fires or security incidents shall count as one of the required drills. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable. The Superintendent may order a modification of the fire drills so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

A written statement of procedures and instructions for fire drills and school security drills shall be formulated by the Superintendent and disseminated to all staff. All staff shall also receive training on school safety and security that includes instruction on school security drills. Actual fires or security incidents shall count as one of the required drills. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable.

Instruction in fire prevention shall be given and emphasized in appropriate courses in the curriculum of the school. A "school security drill" shall be defined as an exercise to respond to an emergency situation such as a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill.

Required Safety Drills

- A. The district shall be required to conduct a minimum of two drills per year for each of the following drills:
 1. Active shooter
 2. Evacuation (non-fire)
 3. Bomb threats
 4. Lockdowns

Students are not required to participate in two of the eight mandated drills.

- B. Within the first 10 days of the new school year each school in the district shall be required to

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conduct one fire drill.

- C. Within the first 15 days of the new school year each school in the district shall be required to conduct one school security drill.

Reporting

By June 30th of each year the Superintendent shall submit to the executive county Superintendent an annual "Statement of Assurance" report on the forms provided by the Department of Education.

Evacuations and Lockdowns

If the building is evacuated, it shall be evacuated as for a fire drill. Staff shall follow the procedures established by the Superintendent to deal with such emergencies. Lockdowns shall follow the procedures in the Emergency Management Crisis Plan.

Emergency Closings; Delayed Openings

The Superintendent is authorized by the Board of Education to provide for a delayed opening, close the schools, or dismiss them early, in hazardous weather or in other extraordinary circumstances that might endanger students' or employees' health or safety. He/she shall immediately notify the Old Tappan police regarding the need for crossing guards.

Each year, parents/guardians, students and staff shall be given advance notice as to how they shall be notified in the event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive them after an unscheduled early closing. If the District is unable to get in touch with the parent/guardian or emergency contact, alternate arrangements will be made to ensure the child's safety until the end of the school day.

The Superintendent shall notify the Board President, the Business Administrator/Board Secretary and the authorities of any civil or other emergency.

Inclement Weather

In the event of hazardous weather or other emergencies which threaten the health and safety of students and personnel, the Superintendent is empowered to decide on a school closing, a late opening or early dismissal. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. Schools may not be closed merely to avoid inconvenience. In making the decision to close school, the Superintendent shall consider the disposition of the other districts in the Northern Valley Regional High School District. The Superintendent may decide to delay the opening hour or to plan for early dismissal.

In making the decision to have a delayed opening or a one session day, the Superintendent shall consider many factors, including the following principle ones relating to the fundamental concerns for the safety of our students who walk and ride to school:

- A. Weather condition, both existing and predicted,
- B. Driving, traffic and parking conditions,
- C. Actual occurrence or imminent possibility of any emergency conditions which would make the operation of schools difficult or dangerous,

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D. Inability of teaching personnel to report for duty which might result in inadequate supervision of students.

Students, parents/guardians and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings. Parents/guardians

shall be required to make alternative arrangements for their children in case no one is home to supervise a child in such closings.

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-2	Instruction in accident and fire prevention
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
	<u>N.J.S.A.</u> 18A:41-1 et seq.	Fire drills and fire protection
	<u>N.J.S.A.</u> 18A:54-20	Powers of Board (county vocational schools)
	<u>N.J.A.C.</u> 6A:16-1.4(a)14	District policies and procedures
	<u>N.J.A.C.</u> 6A:16-5.1 et seq.	School Safety
	<i>See particularly:</i>	
	<u>N.J.A.C.</u> 6A:16-5.2	
	<u>N.J.A.C.</u> 6A:16-6.3	Reporting students or staff members to law enforcement agencies
	<u>N.J.A.C.</u> 6A:26-12.2	Policies and procedures for school facility operation
	<u>N.J.A.C.</u> 8:57-1.7	Reporting of diseases occurring in schools

A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (1999 Revisions)

School Safety and Security Plans, Minimum Requirements

<u>Cross References:</u>	*1410	Local units
	*2210	Administrative leeway in absence of Board policy
	*3541.33	Transportation safety
	*4131/4131.1	Staff development; inservice education/visitations/conferences
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	5141.6	Crisis intervention
	*6111	School calendar
	*6112	School day

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Emergencies and Disaster Preparedness, Civil Defense, Disasters, Fire Drills, Bomb Threats

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