

## **EMERGENCIES AND DISASTER PREPAREDNESS**

The Chief School Administrator 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 pupils and staff;
- E. Communicating specific instructions to pupils and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

The Chief School Administrator 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.

### **Fire Drills**

Fire drills shall be held at least twice each month for all pupils. The Chief School Administrator 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 shall be formulated by the Chief School Administrator and disseminated to all staff. Instruction in fire prevention shall be given and emphasized in appropriate courses in the curriculum of the school.

## Emergency Closings; Delayed Openings

The Chief School Administrator is authorized by the board to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

## Bomb Scares

The buildings shall be evacuated as for a fire drill. Staff shall follow the procedures established by the Chief School Administrator to deal with such emergencies.

Date: January 10, 1983  
 Revised: October 24, 1988  
 Revised: December 18, 1989  
 Revised: June 29, 2009

## Legal References:

N.J.S.A. 18A:7F-9 Aid to school districts conditioned on compliance with rules and standards for equalization of opportunity; aid withheld for noncompliance

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:25-3 Teaching, etc., on holidays not required

N.J.S.A. 18A:36-1 School year

N.J.S.A. 18A:36-2 Times when schools are open; determination

N.J.A.C. 6:3-9.3 School attendance

N.J.A.C. 6A:14-4.1(c) General requirements

Piscataway Twp. Ed. Ass'n v. Piscataway Township BOE, App. Div. opinion, Dkt. No. A-7215-95T2, January 24, 1998

## Cross References:

2210 Administrative leeway in absence of board policy

5113 Absences and excuses

5127 Commencement activities

6112 School day

6114 Emergencies and disaster preparedness

6146 Graduation requirements

6171.4 Special education

## **EMERGENCIES AND DISASTER PREPAREDNESS** *(DISASTER REGULATIONS FOR NORWOOD SCHOOLS)*

### **Responsibilities**

The Chief School Administrator shall:

- (A) Make recommendations for needed policy statements to the Board; and
- (B) Designate administrative personnel to coordinate school emergency plans.

The Principal shall:

- (A) Be informed concerning his/her responsibilities for organizing and implementing the emergency preparedness program in the school;
- (B) Select and assign faculty members to various positions of responsibility in accordance with the school plan.

Each teacher shall:

- (A) Help students to develop confidence in their ability to take care of themselves and to be of help to others;
- (B) Be prepared to provide leadership and activities for students during a period of enforced confinement;
- (C) Be familiar with minimum of first aid procedures;
- (D) Maintain good housekeeping practices to reduce hazards; and
- (E) Help students to understand and interpret the emergency preparedness plan to parents/guardians.

The school nurse shall:

- (A) Be prepared to render first aid, treat casualties, and identify and tag young children, unconscious persons, and others as indicated, and prepare patients for transportation to hospitals; and
- (B) Assist the Principal in determining the need for additional emergency supplies and equipment.

Custodians and maintenance personnel shall:

- (A) Inspect facilities for structural safety and report defects;
- (B) Chart shut-off valves and switches for gas, oil, water and electricity and post charts;
- (C) Be prepared to inspect the building following disaster and report damage to the administrator.

## Regulations

### A. Fire drills

State law requires two fire drills monthly. Every effort will be made to have one drill in the morning and one in the afternoon. Every effort will also be made to have drills without notice by selecting mild days in seven months of the year. The signal is a continuous ringing of the fire alarm.

Teachers must be sure the fire drill flow chart is posted adjacent to the door at all times. During a fire drill, teachers will take the attendance cards or class record book. Teachers will close all doors and windows and turn off lights when exiting room or building. Children are to go quickly and quietly to appointed areas. No talking is allowed. Teachers will take roll call as soon as their stations are reached. Staff members should acquaint themselves with the location of the nearest fire alarm and fire extinguisher—and should know how to activate both in case of an emergency.

### B. Civil defense drill

During the faculty meeting at the opening of school in September detailed instructions designating procedures and responsibilities are given to all teachers. The teacher is responsible for each child in his/her room.

### C. Bomb threats

In the event of a call or notice to the effect that a bomb has been placed in the school or any other building or establishment, the following procedures are to be put into effect.

1. Immediate evacuation of the school or buildings may be necessary.
2. If the call was not received originally by the police department, immediate notification is required.
3. A search of the premises should be conducted under the direction of the senior officer present. All officers and custodians of the building should assist in the search as requested by the officer in charge.
4. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.
5. If a thorough search has been conducted and nothing found, the Chief School Administrator or Principal should be notified by the senior member of the local police department that reentry will be permitted.
6. Investigation of the incident should be made by the local police department assisted by the state fire marshal's office, if requested.

Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the Chief School Administrator or the Norwood Board of Education.

Date: January 10, 1983  
Revised: October 24, 1988  
Revised: December 18, 1989  
Revised: June 29, 2009

# **EMERGENCY EVACUATION PLAN**

## **Goal**

To establish an emergency management plan to minimize the effects of emergencies or major disasters—whether natural or technological.

## **Preparedness—Annual Review**

### **A. Administrative**

1. Chief School Administrator shall be an active member of the borough's Emergency Management Committee.
2. Chief School Administrator shall update the school district's administrative team on all safety considerations, borough plans and requirements of law.

### **B. Staff**

1. An overview of policy and regulation 6114 as well as this plan shall be annually provided at the faculty's orientation meeting.
2. Periodic training shall be conducted to maintain a high level of staff awareness (including non-certified staff) of responsibilities as specified on page one of regulation 6114.

### **C. Students**

1. Children shall be taught the importance of cooperative and obedient behavior in an emergency.
2. Children shall be encouraged to remember their family's plans in the event of an Emergency or school evacuation

D. Parents

Parents shall be annually required to complete (and to keep up to date) the school's Emergency evacuation form.

## Procedures—Annual Review

In the event of an emergency, the Chief School Administrator, or his/her designee, shall assess whether the situation warrants an evacuation or the use of the school as a shelter. In any evacuation, a front office secretary will exit with the evacuation forms box.

Administration will make the decision about evacuation.

A. Type of evacuation

1. Immediate (via fire drill)
  - \*a. Temporary – return to building the same day
  - b. Off-site – no return to building the same day
2. Delayed (without a fire drill)

B. Communication options, depending on the situation

1. Fire-alarm bells
2. P.A. system
3. Room-to-room alerts (e.g., power failure)
4. Staff coordinators check implementation and provide a vehicle for communication (bull-horn is available in gym office)

\*Only type of evacuation not involving PTO=A.1.a (“Temporary Evacuation”)

C. Verification procedures

1. Any evacuation will be caused by an emergency condition necessitating the removal of people from the school building for safety and/or health reasons.
2. Verification will be dealt with sequentially by priority:
  - a. Children in family groupings to parents/guardians
  - b. Children to person(s) designated on the Evacuation Form (Exhibit B)
3. If none of the above persons are available, the school will use its discretion in evacuating children (e.g., to a known friend, neighbor, or relative)

D. Immediate evacuation follow-up

1. Quick resolution (e.g., unfounded bomb threat)
  - a. Police verification
  - b. Staff and students reenter the building
2. Unresolved situation (total immediate evacuation)
  - a. Emergency coordinators will direct classes to walk across the street to the Immaculate Conception School.
  - b. Staff and pupils will assemble in the Immaculate Conception School's all-purpose room and lunchroom.
  - c. The PTO will be notified
    - (1) Classparents (or alternates) will call designated families
    - (2) If a parent/guardian cannot be reached, the PTO caller will notify the school officials at a designated telephone number.
    - (3) The school's evacuation forms will be used for these unreached parents/guardians. Staff will make these contacts.
  - d. Staff will remain with unretrieved pupils.

## E. Delayed evacuation

The Chief School Administrator will inform the police department, staff, students, and PTO of the situation. The Chief School Administrator will activate the automated telephone system to alert parents

1. All students will go to/with the homeroom teacher to their homeroom.
  - a. Teachers are not to use intercom to call front office unless it is an absolute emergency.
  - b. Students are not to use telephones. Faculty/staff may use pay telephones only.
  
2. Designated staff will report to the front office (non-homeroom teachers, secretarial, custodial) for emergency roles:
  - a. Sign-out person(s)
    - (1) One or two people will be in charge with several more people assigned to supervise the sign-out tables and to control the flow of children and parents/guardians.
    - (2) Each sign-out table will have the day's absentee list.
    - (3) "Evacuation: Family verification" forms will be used for signing out pupils in family groups.
    - (4) Sign-out tables will be arranged alphabetically in the APR.
    - (5) Families will exit only from the APR.
  - b. One person will be assigned to work on the intercom (secretary).  
Children will be summoned out by family names.

- c. Person(s) will be assigned to the front door.

Person(s) will direct flow of parents/guardians to the front office window to have their child/children summoned and then to the APR to sign them out. Children will meet their parents/guardians in the APR.

- d. Person(s) will be assigned to front office to monitor incoming calls (two secretaries).

- f. PTO notified by administration

a. Classparents (or alternates) to call.

b. If parent/guardian cannot be reached, PTO caller will notify the school 768-6363.

c. The school's evacuation forms would be used for these unreachable parents/guardians. Staff will make these contacts (D.2e above).

#### F. Non-evacuation emergencies

Emergencies precluding evacuation would most likely affect the entire community. (Such as toxic fires, nuclear disaster and toxic accidents.)

1. Staff and pupils will remain in classroom.
2. P.A. or room-to-room communication.
3. Assistance via borough's "emergency operation's plan."

Date: January 10, 1983  
Revised: October 24, 1988  
Revised: December 18, 1989  
Revised: January 22, 1990  
Revised: June 29, 2009