

Crisis Response Guide

CODE 2

Staff or Student is unresponsive

Call Press 9911. Hang up.
The Main Office will return your call.

- State-
- What is emergency
 - Room/Location
 - Name of student/staff

Main Office will announce over PA system "CODE 2 and location" so that responders can report.

Keep your students calm and be prepared to clear classroom or area.

AED Locations

AED are located in the following buildings:

100 - outside Nurse Office	
100- New/Large Gym	
200	600
300	700
400	800
500	900
1000	

Drug Overdose

- Call School Nurse 2242.
- Call Poison Control (1-800-222-1222) if substance is known or potentially poisonous.

Poisoning Allergic Reactions

- Call School Nurse 2242.
- Call 911 (if appropriate.)
- Call Poison Control (1-800-222-1222) if substance is known or potentially poisonous.

If in doubt-CALL

Please see Crisis Handbook for more details.

Child Abuse/Neglect

You are required by law to report any suspected incidents of Child Abuse/Neglect.

1-877-NJABUSE.

Provide the following information when possible:

- Name, age and grade of child
- Name and address of parent/guardian
- Description of the child's condition (current or previous injuries, abuse, or maltreatment and any supporting evidence)

• Nature and possible extent of child's injuries, abuse or maltreatment
Inform Principal/designee of report unless:

- Such notice would be likely to endanger the child(ren) involved or the referrer
- Disclosure would be likely to result in retaliation against the child or in discrimination against the referrer with regard to his/her employment

Concerning Report After Hours

Evening, Weekends, Summer

- Contact Bridgewater Police
 - 908-722-4111
- Alert via email Grade Level Administrator, Counselor and CST

Student Misconduct

Minor Offenses

- Discussion with student
- Teacher detention
- Conference with teacher
- Contact Guidance counselor
- Call parents/guardians
- Conference with counselor, parents, teacher, student, chairperson
- Departmental suspension for a period of up to five class days
- Letter from administrator threatening removal from class
- Removal from class without credit

Extreme Misconduct-

Assault, Defiance/ Insubordination, Destruction of Property, Cutting of class

- Discipline Referral Form to grade level administrator

Lock Down

- Call- 911
- LOCKS
- LIGHTS
- OUT OF SIGHT

Lock Out/Shelter

- Students and staff report to their designated locations.
- Close windows and lock doors.
- Seal the room from outside air infiltration in the event of fumes or chemicals.
- Account for everyone currently in or missing from the room.
- Engage students in quiet activities
- Stay in room until an all clear message is given

Distraught Student During school

- Call 2200 or internal x9911
- Contact Guidance Counselor
 - See back for specifics
- Contact SAC
 - 9+10 Zylberman x2230
 - 11+12 Feinberg x 2169
- Contact Counseling Secretaries
 - Mahoney x2211
 - Imbriani x2210
 - LoBrace x2212
- Contract Grade Level Admin
 - 9- Zamrok x2163
 - 10- Greenberg x2202
 - 11- Dragon x2258
 - 12- Godown x2201