



**Hillview Elementary School**  
206 BOULEVARD  
POMPTON PLAINS, NEW JERSEY 07444

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Allison Stager  
Principal

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September 2021

Dear Parent/Guardian:

As you know, each month our schools perform a minimum of one fire drill and one security drill for fire emergencies and other crisis situations as per state regulations. School security drills include the following mandatory practices:

- Lockdown
- Active Shooter
- Non-fire evacuation
- Bomb Threat

Other examples of school security drills may include:

- Shelter in place
- Reverse Evacuation
- Off-site evacuation
- Testing of the school notification system
- Testing the school's communication system and procedures
- Table-top exercise (Staff/faculty review of procedures)
- Full scale exercise (involves community services, such as police, fire, and bomb squad departments)

The students in all Pequannock Township Schools will review the school security procedures in order to be prepared for both scheduled drills and true emergency situations. The Pequannock Township School District asks for your support and cooperation in understanding the need for these drills, as they are required by the state of New Jersey and are to protect your children. Our School Messenger System will be used to inform you should an actual emergency occur. It will provide you with instructions for you to follow regarding your child. We ask that you follow the directions provided in such an event so that we can get everyone to safety. The Pequannock Township Police Department and other township emergency services are aware of these security drills and the plans our schools have in place. The safety of our students is of utmost importance.

As a parent/ guardian, be prepared by ensuring your child's school has the proper emergency contacts that would be authorized and capable of picking up your child in such an emergency. This includes updating your emergency contact information in the Realtime Parent Portal via our website. Thank you for your cooperation in handling these situations in a safe and orderly fashion. The safety of our students is of the utmost importance.

Sincerely,

*Allison Stager*

Allison Stager  
Principal