

# **North Plainfield School District**



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## **Safety & Security Emergency Plan**

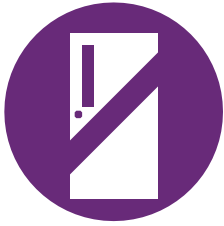
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**2024 / 25 Revision**

# Table of Contents

- 1 [Standard Response Protocol](#)
- 2 [“Hold”](#)
- 3 [“Secure”](#)
- 4 [“Lockdown”](#)
- 5 [“Evacuate”](#)
- 6 [“Shelter”](#)
- 7 [District Commands/Safety Booklets/Safety & Security Team](#)
- 8 [Staff Roles](#)
- 9 [Suspicious Person\(S\) On/Near School Grounds / Lanyards](#)
- 10 [Student With A Weapon In School: Not In Use](#)
- 11 [Intruder In Building](#)
- 12 [Medical Emergencies / Injuries](#)
- 13 [Aed/Epipen / Stop The Bleed Kit Locations](#)
- 14 [Staff / Student Death](#)
- 15 [Hostage Situation](#)
- 16 [Bomb Threat](#)
- 17 [Explosions/Fires](#)
- 18 [Gas Leak/Hazardous Material Spill](#)
- 19 [Police Required Notifications](#)
- 20 [Severe Weather](#)

# TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# “ HOLD ”

This procedure will be utilized when it becomes necessary to have all students and staff return and remain in their assigned rooms / locations allowing the hallways to remain clear. Students in the nurse’s office, guidance or main office can remain in those areas. If the nurse is required to assist with the situation, assign a Safety & Security Team member to stay with students in the nurse’s office.

Potential situations requiring this announcement can be;

- Medical emergencies.
- Altercation in hallways.
- Any other situation deemed appropriate to keep hallways clear.

## TEACHERS / STAFF

- If “Hold” announcement is made, bring all of your students into the classroom. Advise any students observed in hallways to return to their assigned classroom.
- Continue classroom business as usual.
- Notify the office of any missing students from your classroom.
- Ignore bells for changing periods.
- Administration will announce an all-clear announcement when the situation is cleared.

## ADMINISTRATION

- When necessary announce twice “**Hold**”.
- Notify the Safety & Security Team if assistance is needed.
- Monitor Main Entrance for police, fire, medical personnel, visitors, deliveries, etc.
- Keep staff aware of the situation if it becomes prolonged.
- Make notification to the Security Specialist and Superintendent.

# “ SECURE ”

This procedure is used in the event of a non-imminent threat outside of the school.  
Announcement of **“SECURE” (say it twice)**

## TEACHERS / STAFF

- Check hallways and advise all students to return to their classrooms.
- Account for all your students. Notify office of missing students.
- Everyone remains in the classroom.
- Increase situational awareness.
- Continue classroom business as usual, with exception of class changes.
- Ignore all bells, unless told otherwise.
- Await updates from Administration.

**\*Exception: If there is an indication that there is an active fire or smoke condition creating an imminent threat to your lives an evacuation may be necessary. Contact administration or law enforcement of your situation; they may be able to provide immediate assistance. If unable to make contact, use common sense and select the safest possible escape route.**

## ADMINISTRATION

- If notified of an exterior threat by law enforcement, announce ***twice***, “SECURE” and communicate with staff.
- If notified of an exterior threat from a source inside of the school, assess and announce twice, “SECURE”, if deemed appropriate.
- Ensure perimeter has been secured by communicating with custodial staff and Safety & Security Team.
- Attempt to have Main Entrances covered by Safety & Security Team members to advise visitors, delivery people, etc. of the situation.
- Make all required notifications (Superintendent, Police and Safety & Security Specialist.)
- Disable bell system and audible alarms if possible.
- Keep staff updated, classroom business will be continuing as usual.

# “ LOCKDOWN ”

This procedure is used in the event of an active shooter(s), active threat or person(s) in or near school causing potential imminent threat to life.

**Our district’s LENS (Lockdown Emergency Notification System) can be activated from any school phone by dialing your school’s unique #4 digit code (see tab 7) or pressing the school’s RED lockdown button.**

**Activating the LENS initiates the automated LOCKDOWN announcement and immediately notifies the Police Department.**

## TEACHERS/STAFF

- If you observe or are made aware of an active or potential imminent threat, notify the Main Office immediately. Activate the LENS by dialing **#4 digit code** from any school phone.
- If you are unable to activate the LENS, provide as much factual information as possible concerning the threat and location. The Main Office will call 9-1-1, and activate the LENS.
- If a threat is active, activate the LENS or call 9-1-1 immediately and give as much information as possible. Attempt to have a second party activate the LENS and alert the Main Office if you are on the phone with 9-1-1.
- If safe, glance in the hall and bring in students.
- If outdoors, respond to a safe off-site location and notify police of your location.
- Lock doors, turn off lights, and move everyone to a location out of sight. Once doors are locked, no one is in or out.
- Teachers and staff should put cell phones on silent and only utilize them if it is an emergency. Take attendance.
- Have students remain quiet and silence cell phones.
- Ignore all bells, including fire alarms\*.  
*\*Exception: if there is an indication that there is an active fire or smoke condition creating an imminent threat to your lives an evacuation may be necessary. Utilize your cell to notify administration or law enforcement of your situation; they may be able to provide immediate assistance. If unable to make contact, use common sense and select the safest possible escape route.*
- Await an “**all clear**” or evacuation order from **law enforcement**.

## ADMINISTRATION

- If notified of an Active Shooter or imminent threat activate the LENS “**Lockdown**”.
- The LENS will automatically call the police and notify all Administrators.
- You will Lockdown too, do not walk into hallways.
- If you can safely call 911,
- Any students/teachers outside should be told to respond to a safe off-site evacuation location.
- Gather as much information as possible for responding emergency personnel..
- Disable bell system and audible alarms, if possible.
- Once on scene, law enforcement will establish command.

**The school may be a crime scene and will require a thorough search and processing. Do not touch, move, or remove anything.**

# “EVACUATE”

**Please see any material provided by your school administration in the pocket of the safety & security booklet, for any school-specific plan for both on and off-site evacuations.**

**Locations, walking routes, and van locations will be with your school’s plan or specifically announced for the active situation.**

Be sure to

- Gather your students and exit safely.
- Take attendance sheets and safety booklet with you.
- Keep students calm and quiet.
- Be sure to assist any physically disabled students.
- Follow your school-specific evacuation plan unless otherwise announced.

# “SHELTER!”

This procedure can be implemented for various hazardous situations both inside and outside the school building such as;

- Hazmat situations
- Extreme weather incidents

Certain incidents requiring a “**Shelter**” will require that students and staff outside of the building be brought back in for their safety.

## TEACHERS / STAFF

- Scan hallways and bring people inside your room.
- Secure doors and windows.
- Once secure do not allow anyone to exit your room.
- Ignore class dismissal bells.
- Listen for additional information, evacuation or moving to a safer interior location may be required.

## ADMINISTRATION

- If notified or become aware of a situation requiring this procedure, announce twice, “**Shelter**” and give a brief reason for the announcement.
- Notify Security Specialist, police, and fire if needed.
- Disable class bell schedule or make announcement to ignore them until further notice.
- Notify your Safety & Security Team for assistance in securing the area and clearing hallways.
- Notify Superintendent and Director of Operations.
- Exterior doors should be secured.
- If an incident involves a hazardous exterior spill or environmental event, notify custodians to shut down ventilation systems.
- Be prepared to initiate a safe evacuation if one becomes required.
- Keep staff updated on the situation to ensure everyone remains calm.



# DISTRICT COMMANDS/ SAFETY BOOKLETS / SAFETY & SECURITY TEAM

## ANNOUNCEMENTS (Say it twice)

“Lockdown!” - *LOCKS, LIGHTS, OUT of SIGHT* - imminent threat inside the school

**\*Our district’s LENS (Lockdown Emergency Notification System) can be activated from any school phone by dialing your school’s unique #4 digit code or pressing your school’s RED Lockdown button.**

“Secure!” - *Get inside. Lock outside doors* – threat or hazard outside of the school

“Hold !”- *Get in classrooms. Clear the halls.*- situation requiring all students to remain in their classrooms

“Evacuate”- *To the announced location* – exit the school to a designated location

“Shelter!” – for a hazard utilizing safety strategy

## SAFETY BOOKLET

All classrooms are provided a safety booklet to be carried when exiting the building. The booklet contains the Standard Response Protocol, a RED HELP page, a GREEN OK page, and a RED CROSS medical attention required page.

## SAFETY & SECURITY TEAMS

Each school has its own specific team

**Your unique #4 digit codes are as follows for each school in the district;**

<u>School</u>	<u>#4 Digit Code</u>
High School / Middle School	#7777
Harrison School	#6666
Somerset School	#5555
Stony Brook School	#4444
East End School	#3333
West End School	#2222

# **STAFF ROLES (Non-Lockdown)**

## **All Must Lockdown If Activated!**

### **TEACHERS/ SUPPORT STAFF**

- Secure classrooms and ensure the safety of all students.
- Respond to and be familiar with the SRP (Standard Response Protocol)
- Account for all students.
- Identify all students in need of further services.
- Squelch all rumors among students.
- Take direction from the Safety & Security Team Leader.
- Refer questions to the Safety & Security Team Leader and assistant Team Leader.
- Refer media and community to the appropriate Safety & Security Team member.

### **CUSTODIANS**

- Assist in securing the building and school grounds as directed by the administration.
- Shut off bells as directed.
- Notify the Director of Operations/Supervisor of Buildings and Grounds.
- Notify the office and building principal of any problem.
- Implement precautions for exposure to bodily fluids.

### **NURSES**

- Provide medical care to injured students or staff.
- Help in notifying parents/guardians if needed.
- Notify the Director of Athletics and the building principal or his/her designee.
- Complete accident/ incident reports.
- Meet and assist emergency personnel when they arrive.

# STAFF ROLES (cont.)

## SECRETARIES

- Assist in the operation of the command post.
- Make announcements as directed.
- Relay information from the classrooms to the Safety & Security Team.
- Confirm procedures for substitutes.
- Supervise office phone lines as directed by the Safety & Security Team Leader.
- Refer media to the appropriate Safety & Security Team member.
- Provide the daily attendance report of students and staff.

## ADMINISTRATORS

- Communicate with the Superintendent, the Safety & Security Specialist, and District Wide Security Team as needed.
- Establish a Command Post if needed.
- Cooperate with law enforcement and/or emergency response personnel.
- Anticipate potential needs.
- Stay calm.

ALL STAFF MEMBERS CAN REVIEW THE [SRP OPERATIONAL GUIDANCE](#) ON THE DISTRICT WEBSITE IN THE STAFF PORTAL UNDER SAFETY & SECURITY.

# SUSPICIOUS PERSON(S) ON/NEAR SCHOOL GROUNDS / LANYARDS

## TEACHER/STAFF

If a suspicious person(s) is observed on/near school grounds, notify the Main Office immediately. Provide a physical description and location of the person(s). Attempt to keep person(s) in sight, if can be done safely, until arrival of law enforcement, Security, or school administrator. Do not attempt to confront the subject. Adults inside the school buildings should be identified by wearing lanyards.

## ADMINISTRATION

- Notify police (9-1-1), Safety & Security Specialist, and Superintendent.
- If a staff member has the person(s) in sight, have a Safety & Security Team member respond to the staff member.
- If the person(s) appears to pose a potential threat to the school a “SECURE” should be initiated.
- If a “SECURE” is initiated be sure to follow proper notification protocol.

**Police may also notify a school of a suspicious person(s) in the area. If this is the case the school administration may call a “SECURE” and await additional information. School administration should immediately notify the district’s Safety & Security Specialist to liaison with police on the situation.**

**To help identify persons inside/around the school buildings and grounds, the district has instituted a LANYARD policy as follows;**

**Red Lanyard - School Staff**

**White Lanyard - Substitute on duty**

**Blue Lanyard - Signed in school visitor**

# STUDENT WITH A POSSIBLE WEAPON/ OBSERVED WEAPON IN SCHOOL: NOT IN USE

This procedure is used if you become aware that a student may have a weapon on his/her person, backpack, desk, locker, vehicle, etc. or a weapon is observed/found.

## IN POSSESSION

### TEACHER/STAFF

- Notify the Main Office immediately. You may need to send a student to the Main Office with a sealed note advising of the situation.
- If a student is in your classroom and believed to be armed, **remain calm** and do not alert the student to the suspicion.
- Never attempt to remove a weapon from the student in the presence of others. The weapon represents power. Any attempt to remove it may trigger the need for the student to demonstrate that power, resulting in injury to others.

### ADMINISTRATION

- Administration will notify police, Safety & Security Specialist, and Superintendent.
- The Security Team, in conjunction with police, should attempt to initiate a course of action to isolate the suspected individual away from other students.
- Assist law enforcement with needed searches if a weapon was believed to be in a student locker, vehicle, etc.
- If situation escalates or it is deemed appropriate, follow the “**LOCKDOWN**” protocols

## OBSERVED / NOT IN POSSESSION

### TEACHER / STAFF

- Secure the area.
- Notify the Main Office to initiate a “**HOLD**” and notify Security.
- Avoid touching the weapon.

### ADMINISTRATION

- Be sure Security is notified and a “**HOLD**” is initiated.
- If Security or a Class III Officer is unavailable, call police immediately.
- Avoid touching the weapon.

# INTRUDER IN BUILDING

An intruder is an individual in the building who has not followed standard visitor procedures and who may or may not be a safety threat to the school. Any school personnel who observe an individual in the school building who appears suspicious should use the following guidelines. REMEMBER the lanyard system!

*RED LANYARD - Staff / BLUE LANYARD - Visitor / WHITE LANYARD - Substitute*

## TEACHERS/STAFF

In the event that a visitor is found in the building and who did not follow visitor procedure and poses no safety threat to the school, the following procedures should be used:

- Identify the person and determine their purpose for being in the school.
- Escort the person to the Main Office and have him/her sign in as a visitor and be provided a BLUE lanyard. Ensure that the person is aware of the school's visitor policy for future reference.

In the event that an intruder is found in the building that is an unknown safety threat to the school and has no legitimate business in the school, the following procedures should be used:

- Notify the Main Office of the intruder location and provide a physical and clothing description.
- If intruder leaves the school, do not interfere; allow them to leave and notify the Main Office of last location and direction.
- Do not attempt to stop or interact with intruder.

## ADMINISTRATION

- Notify, police (9-1-1), and have as much of the following information as possible:
- Location of the intruder.
- Description of the intruder (clothing, sex, race, age, etc.).
- Names of staff members who have had contact with the intruder.
- Any statements made by the intruder.
- Maps of the school building.
- Notify the Safety & Security Specialist and any Security personnel in the building
- Call the Superintendent's office and report the incident.
- Initiate "**Lockdown**" procedures if it is believed the intruder **may** pose an imminent threat.
- If the intruder leaves or attempts to leave before the police arrive, do not attempt to stop him or her. If possible, **safely** keep the intruder in sight to see in which direction he/she travels. If not still on the phone, re-contact police to inform them that the intruder has left the building, in which direction, and the means of travel.
- Verify, through the police, the intruder's identity and address so that he/she can be issued a letter, via registered mail, barring them from returning to the school building, and determine with police if an arrest for trespassing is warranted.

**In the event that an intruder is found in the building who is known or believed to be armed, or is otherwise believed to be an imminent safety threat, follow "Lockdown" protocols.**

# MEDICAL EMERGENCIES

## ON-CAMPUS MINOR INJURIES

- Have the injured party respond to the school nurse if able; otherwise advise the school nurse of the situation.
- Administer initial first aid procedures if required.
- Staff witnessing the incident and/or providing first aid care will file an accident investigation report for student injuries.
- Staff members will file their own accident reports (Online). If the staff member requires further medical care, contact the Workmen's Comp carrier.
- School nurse will make appropriate guardian notifications and complete the accident report to be forwarded to the School Principal, who will then forward to Safety & Security Specialist (Online).
- If a school nurse is not on site, a staff member should notify a guardian of the injury.

## ON-CAMPUS MAJOR INJURIES\*

- Notify the school nurse and administration of the situation.
- Notify 9-1-1 and have someone remain in contact with 9-1-1 operator.
- Provide first aid or other Basic Life Support (CPR, rescue breathing, Heimlich maneuver, etc.)
- If CPR or rescue breathing is required have someone retrieve nearest AED (see AED location section)
- School nurse, principal, or designee will notify a guardian immediately.
- Staff witnessing the incident and/or providing first aid care will complete a student accident report for student injuries.
- Staff members will file their own accident investigation reports (Online). For emergencies, staff members should seek emergent care and notify Workers Comp Carrier.
- All accident forms will be forwarded to school Principal, who will then forward to Safety & Security Specialist.

**“HOLD ” can be utilized if halls should be kept clear to handle the incident.**

# MEDICAL EMERGENCIES (cont.)

Off-Campus injuries are injuries that occur during a school-approved event held off school property (School nurses may attend some of these trips).

## OFF-CAMPUS MINOR INJURIES

- The majority of locations visited will have a first aid station. A school nurse may also be on some trips.
- If available, bring the student to the first aid station; if not available, contact the school nurse for the best course of action.
- If treated at a first aid station, obtain documentation of treatment.
- Notify the school nurse and complete a student accident report.
- School nurse will make appropriate notification to a guardian.
- All accident forms will be forwarded to school Principal, who will then forward to Safety & Security Specialist via online form.

## OFF-CAMPUS MAJOR INJURIES\*

- Immediately notify 9-1-1, remain online with them for assistance.
- Provide basic first aid or other Basic Life Support (CPR, rescue breathing, EpiPen, etc.)
- 9-1-1 operators will assist you until emergency personnel arrive.
- Once the injured party is stabilized, immediately notify the school nurse/administration.
- School will make a notification to a guardian.
- Upon returning to school complete a student accident investigation report.
- Staff members will file their own accident investigation reports (Long Form).
- All accident forms will be forwarded to school Principal, who will then forward to Safety & Security Specialist.

**\*A major injury is defined as an injury deemed to need immediate physician care, EMS, or transport to a medical facility. A major injury may require the involvement of the district's Crisis Response Team.**

**Starting in the 2024-25 school year, all accident/injury reports will be filed online. Accident reports can be found in the Staff Portal of the District Website.**



# AED/EPIPEN LOCATIONS BLEEDING CONTROL KITS / NARCAN

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only applied to victims who are unconscious, not breathing normally, and showing no signs of circulation such as normal breathing, coughing, and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected the AED will charge to the appropriate energy level and deliver a shock.

School	AED Location	EpiPen Location
West End	<ol style="list-style-type: none"> <li>1. Outside of Nurse's Office</li> <li>2. Community Room (cafeteria)</li> </ol>	<ol style="list-style-type: none"> <li>1. Outside of Nurse's Office</li> <li>2. Community Room (cafeteria)</li> </ol>
East End	<ol style="list-style-type: none"> <li>1. Outside front office/ Gym</li> <li>2. Community Room (cafeteria)</li> </ol>	<ol style="list-style-type: none"> <li>1. Outside front office/ Gym</li> <li>2. Community Room (cafeteria)</li> </ol>
Stony Brook	Outside Gymnasium	Outside Gymnasium
Somerset	<ol style="list-style-type: none"> <li>1. Outside front office</li> <li>2. Gymnasium</li> </ol>	<ol style="list-style-type: none"> <li>1. Outside front office</li> <li>2. Community Room (cafeteria)</li> </ol>
High School	<ol style="list-style-type: none"> <li>1. Main entrance hallway</li> <li>2. HS gym foyer (by snack stand)</li> <li>3. Second Floor outside of library</li> </ol>	<ol style="list-style-type: none"> <li>1. Main entrance hallway</li> <li>2. Cafeteria (HS/MS)</li> </ol>
Middle School	<ol style="list-style-type: none"> <li>1. Outside of Nurse's Office</li> <li>2. MS gym</li> </ol>	<ol style="list-style-type: none"> <li>1. Outside of Nurse's Office</li> <li>2. Cafeteria (HS/MS)</li> </ol>
Harrison	Front entrance hallway	Front entrance hallway
Watchung/BOE	Front entrance hallway	Front entrance hallway

Note: An AED is located in the Field House and one is mobile, along with an EpiPen, for the Athletic Trainer during athletic contests. Four (4) additional mobile AEDs are assigned to the athletic fields (Lower Krausche, East End, West End, and Fromm).

Wall-mounted AEDs are also located in the Operations Office on Greenbrook Road and in the Maintenance Garage on Walnut Street.

CONTINUED ON BACK

# AED/EPIPEN LOCATIONS

## BLEEDING CONTROL KITS / NARCAN (cont.)

### EMERGENCY ADMINISTRATION OF EPINEPHRINE

Only the school nurses or trained designees can administer epinephrine via EpiPen or other pre-filled auto-injector mechanism in emergency situations.

The designees must be properly trained by the school nurse in the administration of the EpiPen or other pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education.

Designees should become familiar with the students in their school who may require the emergency administration of epinephrine via an EpiPen.

NARCAN - Is located in your school nurse's office and also in the AED boxes at the High School and Middle School. In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse (CSN) for administration to overdose victims. The school physician's standing order must specify, at a minimum, the following: (1) That the CSN(s) are authorized to directly administer the opioid antidote to overdose victims in the event of an emergency, and (2) That the school district, school, or CSN(s) may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

STOP the BLEED - Bleeding control kits can be located in your school nurse's office and AED boxes

# STAFF / STUDENT DEATH

If death occurs on school property:

## TEACHER/STAFF

- Assess the situation as it relates to the individual (i.e., check for vitals).
- Clear the immediate area.
- Call 9-1-1.
- Keep students away, if incident is in a classroom, evacuate students from that room.
- Notify the Main Office and request a Nurse.

## ADMINISTRATION

- Confirm 9-1-1 has been called.
- Notify Superintendent, Safety & Security Specialist, and Safety & Security Team.
- Announce a “Hold”.
- Assess and evacuate the area of the event, avoiding coming in contact with the event area.
- Activate the district’s Crisis Response Team
- Adjust scheduled activities.
- Keep school personnel updated on events and circumstances.
- Procure personal items of the deceased from lockers, desks, classrooms, etc. (If / when cleared to do so by law enforcement).
- Identify and communicate with other affected schools.

**If made aware of the death of a student or staff member not on school property and outside of school hours of operation, coordinate a meeting with the Crisis Response Team to determine required actions.**

# HOSTAGE SITUATION

## TEACHER/STAFF

In the event that an individual(s) takes you/your classroom hostage, the following actions are recommended:

- Remain calm and try to calm students being held.
- Cooperate with the suspect(s) and attempt to reason with them in a non-threatening manner.
- Ask the suspect(s) to put the weapon down and/or release hostages.
- Monitor suspect's emotions; avoid inciting the suspect(s) with sudden moves or aggressive behaviors.
- Wait for police intervention.

## ADMINISTRATORS

- Assess the situation and confirm location.
- Call police (9-1-1), notify the Safety & Security Specialist and any law enforcement in the building.
- Notify Superintendent and activate the district's Crisis Response Team
- Activate the "**Lockdown**" procedure.
- Be prepared to assist Police with evacuating sections of the school if cleared and requested.
- Prepare an announcement for parents with the Police.

When police arrive, be prepared to provide the following information if available:

- Exact location of event and map of area.
- Any information on hostage taker(s) (i.e., number of suspects, description, weapons involved and demands).
- Number of hostages and names of same.
- Safety & Security Team should be prepared to assist with possible evacuation and reunification of students.

# BOMB THREAT

## GRAFFITI, WRITTEN, OR E-MAIL

### Teachers/Staff

- Secure the area affected and notify Administration.
- If threat is in note form, avoid handling (this can be of evidential value).
- If in e-mail form, do not delete. If able, print and leave e-mail open on screen.
- If full or partial evacuation is initiated, have students bring their personal belongings with them. As you exit your classroom, with your class roster and your safety booklet, scan your classroom and notify Administration of anything suspicious.
- Close, but do not lock, the classroom door if evacuated.
- Assist physically disabled students during an evacuation.
- Evacuation locations will be announced.

### Administration

- If not already done, notify local police, Security Specialist, and Superintendent.
- Advise and gather Safety & Security Team and begin an assessment of the threat.
- If threat seems imminent, evacuate. (Be sure to scan evacuation routes and evacuation locations for hazards); otherwise, **“Hold”** and assess the threat.
- Photograph if the threat is written on walls

## PHONED-IN THREAT

### Office Staff

- Keep the caller on the line and remain calm.
- Listen carefully; show interest in order to gain more information.
- If possible, signal a colleague to notify authorities and school administration.
- If caller ID is available, copy all displayed information.
- Utilize Bomb threat checklist (see information card).

### Administration

- If not already done, notify local police (911), Safety & Security Specialist, and Superintendent.
- Advise and gather Safety & Security Team.
- If a threat seems imminent, evacuate. (Be sure to scan evacuation routes and evacuation locations for hazards); otherwise, **“Hold”** and assess the threat.

CONTINUED ON BACK

# BOMB THREAT (cont.)

## SUSPICIOUS PACKAGE (DO NOT HANDLE A SUSPICIOUS PACKAGE)

- An unattended item does not make it a suspicious package.
- A suspicious package may;
  - Appear hazardous.
  - Be associated with a threat.
  - Not be inherent to the environment.
- Notify the Main Office if you encounter a suspicious package.

**\*Bomb Threat Checklists will be provided to all schools. As well as a handout with NJSP / NJDOE Bomb Threat Guidance for your review.**

# EXPLOSIONS / FIRES

## WITHIN SCHOOL BUILDING

### TEACHERS/STAFF

- Activate the fire alarm nearest your room, if you discover a fire or explosion.
- Call 9-1-1 to report the incident and location within the school.
- Respond to either a designated evacuation location notification or follow fire alarm exits.
- Do not stop to take personal items.
- Close, but do not lock, classroom doors.
- Assist physically disabled students during the evacuation. \* Be familiar with your school's Stryker Chair locations and use.
- Take attendance sheets to account for all students after arriving at the designated location.
- Have your safety booklet with you.
- Wait for further instruction from the Safety & Security Team.

### ADMINISTRATION

- Take any visitor logs from the Main Office.
- Coordinate with the Safety & Security Team.
- Call 9-1-1 if an alarm problem is suspected.
- Security Specialist or an Administrator will meet with Fire Department personnel.

**\*HALLWAY STAIRWELLS ARE ONE-HOUR FIRE RATED AND CAN BE UTILIZED AS AREAS OF REFUGE WHILE AWAITING THE FIRE DEPARTMENT**

## OUTSIDE OF SCHOOL BUILDING

### TEACHERS/STAFF

- Respond to announcements from the Main Office.
- If an evacuation is required, follow directions given by administration.
- Assist physically disabled students during the evacuation.
- Have your safety booklet and attendance sheet with you.
- This may differ from standard evacuation protocols.

### ADMINISTRATION

- If notified of an exterior fire or explosion, determine if action should be taken.
- “Hold” announcement may be required as the situation is assessed.
- Communicate with police and fire departments.
- Notify Safety & Security Specialist

# GAS LEAK/HAZARDOUS MATERIAL SPILL

## GAS LEAKS

### TEACHERS/STAFF

- Any odor of gas should immediately be reported to the Main Office.
- Provide the location of odor.
- If odor is overwhelming leave the immediate area and advise administration.
- Be prepared to respond to an evacuation notice.
- Assist physically disabled students during an evacuation
- Have attendance sheet and safety booklets with you if evacuated.
- Wait for further instructions from Administration or Safety & Security Team

### ADMINISTRATION

- Notify Operations Department, Safety & Security Specialist, Superintendent, and Safety & Security Team
- Call 9-1-1 if necessary
- If believed to be an immediate danger, institute an “**Evacuation**” or “**Hold**” (can be limited to affected area of school).
- Be sure to take the Main Office sign-in log if school is evacuated.

## HAZARDOUS MATERIAL SPILLS

### TEACHERS/STAFF

#### Interior Spill

- Notify the Main Office of the spill and location.
- If fumes/spills are believed to be hazardous, safely evacuate the immediate area or building and notify administration that you are evacuating.
- Assist physically disabled students during an evacuation.
- Do not step in spilled materials.
- Respond to an appropriate evacuation signal, depending upon the source of the spill.
- Have an attendance sheet and safety booklet with you if you are evacuated.
- Account for all students and wait for further instructions from the Safety & Security Team.

#### Exterior Spill

- If notified of exterior spill keep windows closed to avoid fumes.
- Be prepared to respond to appropriate signals given by administration or emergency personnel.



# GAS LEAK/HAZARDOUS MATERIAL SPILL

(cont.)

## HAZARDOUS MATERIAL SPILLS

### ADMINISTRATION

#### Interior Spill

- Notify Operations Department, Safety & Security Specialist, Superintendent, and Safety & Security Team
- If believed to be an immediate danger, institute an “**Evacuation**” or “**Hold**”,
- Initial evacuation may be limited to the affected area of school. (Be prepared to have evacuation routes that avoid the contaminated area).

#### Exterior Spill

- If notified of a hazardous exterior spill, announce a “**Hold**” and have all windows closed to avoid fumes.
- Notify Operations Department, Safety & Security Specialist, Superintendent, and Safety & Security Team.
- Speak with Operations Department about shutting down HVAC
- Await further information from emergency personnel.

# POLICE NOTIFICATION REQUIRED

These 7 offenses must be reported to Police by the School District.

If you become aware of any of these offenses, you **MUST** notify the Main Office immediately.

If you become aware of an offense of missing, abused or neglected children you are obligated to report this to DCPD.

1. Whenever any school employee has reason to believe a student is in possession of a controlled dangerous substance, cannabis, paraphernalia, or is involved in the distribution of a controlled dangerous substance. (Cannabis may be legal, but it cannot be possessed on school grounds. This includes THC vapes)
2. Whenever any school employee has reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school hours.
3. Whenever any school employee in the course of his or her employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat
4. Whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities
5. Whenever any school employee in the course of his or her employment develops reason to believe that an assault upon a teacher, administrator, other school board employee, or district board of education member has been committed, with or without a weapon.
6. Whenever any school employee in the course of his or her employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds.
7. Whenever any school employee in the course of his or her employment develops reason to believe a student is potentially missing, abused, or neglected.

# SEVERE WEATHER

A severe weather warning will be issued by the National Weather Service. If the warning is issued near dismissal time, students will not be released.

## IF A SEVERE WEATHER WARNING IS ANNOUNCED

- “Shelter” procedures may be activated
- Stay away from windows.
- Students may be asked to move and sit along the interior wall or brought into the hallway.
- Avoid auditoriums, gyms, or structures with high roofs.
- Wait for further instructions from the Safety & Security Team.

## AFTER SEVERE WEATHER

- Account for all students and communicate with your Safety & Security Team.
- Be ready to give injury updates to emergency personnel when they arrive.
- Follow school procedures for evacuating to an alternative site if necessary.
- Beware of contaminated food, water, ruptured gas lines, and electrical equipment.
- Assess need to activate the district’s **Crisis Response Team**

## SEVERE WEATHER EVENT DURING ATHLETIC EVENTS

### Indoor

- Keep athletes and spectators inside.
- If an exterior weather event is not an interior threat, the event will continue.
- In the event of extreme high winds, everyone should stay away from windows and avoid structures with high roofs.
- When weather passes, occupants can exit.

### Outdoor

- It is mandatory to wait at least 30 minutes after the last flash of lightning is witnessed or thunder heard. Any subsequent lightning or thunder after the beginning of the 30-minute count **must** reset the clock and another count **must** begin
- Athletes can be brought into the school or fieldhouse.
- Visiting athletes can utilize school, field house, or team bus.
- Spectators will be advised to exit the field and return to their vehicles.
- If an extreme weather event is imminent, utilize the safest measures available for athletes and spectators. This may include evacuating everyone from the field area to the nearest school.



**ADDITIONAL INFORMATION**