

## NEW PROVIDENCE SCHOOL DISTRICT

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356 ELKWOOD AVENUE • NEW PROVIDENCE, NJ 07974 • FAX (908) 464-4813 • [www.npsd.k12.nj.us](http://www.npsd.k12.nj.us)

September 16, 2024

Dear Parents/Guardians:

The New Providence School District is dedicated to providing a safe and secure environment for our students. In cooperation with the New Providence Police Department and the New Providence Emergency Management Team, an extensive and detailed crisis management plan has been developed for each of our schools. Should an emergency ever arise in our schools, or in our area while school is in session, we want you to be aware that the school personnel are trained and prepared to respond to such situations.

As partners in your child(ren)'s safety and well-being, we hope that we are never faced with a serious incident. However, in the event of such an occurrence, I am confident that the school district's Emergency Management Team will provide for the highest level of safety possible for our students while they are in our care. Please note that we review our plans with the New Providence Police Department on an annual basis and make changes accordingly.

Currently, multiple types of emergency management procedures are practiced with the students and staff in the District on a monthly basis. As required by NJ 18A:41-1, every school shall have at least one fire drill and one school security drill each month. School districts conducting school security drills are required to provide written notification to the parents/guardians of such security drills no later than the end of the school day on which the school security drill is conducted.

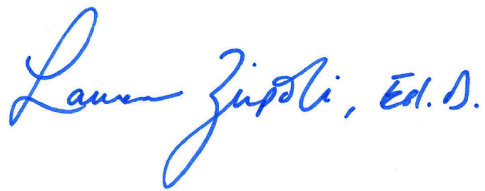
In the event that an emergency arises in which we must dismiss students, they will be released in accordance with the procedures in our emergency management plan, which will be communicated to all parents/guardians via our emergency messaging system, School Messenger (phone call, email, text message). During an extreme emergency, students may be released to their parents/guardians at alternate sites. These locations will be communicated to you via our emergency messaging system, School Messenger (phone call, email, text message). You may also check the District website [www.npsd.k12.nj.us](http://www.npsd.k12.nj.us), NPTV community access channel, the District mobile APP, and the District social media pages for continual updates, depending on the situation.

The decision to keep students at school will be based upon whether or not it is safe to release them for transport, pick-up, or to walk home. If necessary, your child(ren) will remain with school personnel until you or your emergency contact arrives. Parents/guardians should be patient and understanding with the student release process. Please note that the emergency actions the New Providence School District may take are dependent on the situation.

Attached are some guidelines for parents/guardians, which we urge you to keep readily available in the event of an emergency. Your cooperation in following these guidelines will help ensure the safety of all our children.

If an emergency arises during school hours, your child(ren) will be cared for at school. Your cooperation is necessary in any emergency for both the safety of students and staff and the expedient reunification with your child(ren). Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Respectfully,

A handwritten signature in blue ink that reads "Lauren Zirpoli, Ed.D." The signature is written in a cursive style.

Lauren Zirpoli, Ed.D.  
Superintendent of Schools



# New Providence School District

## Guidelines in the event of an Emergency

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Parents/guardians can help manage a crisis situation by following these guidelines:

1. Do not telephone the school. Telephone lines must remain open for emergency communication.
2. Please do not attempt to call your child(ren) via cell phone.
3. **Do not go to the school, or evacuation site, until notified to do so, as this will impede the ability of our Emergency Services personnel to respond to the situation.**
4. In the event of a serious emergency, students will be kept at their schools, or evacuated to an alternate site. Students will be released in accordance with the information you have provided in the New/Returning Student Registration. This information must be updated by parents/guardians at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - They are 18 years of age or older.
  - They are usually home during the day.
  - They can walk to school, if necessary.
  - They are known by your child.
  - They are both aware of and able to assume this responsibility.
5. Should an emergency situation occur, all parents/guardians will be notified as soon as possible via our emergency messaging system, School Messenger (phone call, email, text message). You may also check the District website [www.npsd.k12.nj.us](http://www.npsd.k12.nj.us), NPTV community access channel, the District mobile APP, and the District social media pages for continual updates, depending on the situation.
6. If your child(ren) requires daily medication, or emergency medication for allergic reactions or asthma, please provide the school nurse with a two or three-day supply. Be sure the medication has not expired. Replace it as required.
7. Impress upon your child(ren) the need for them to follow directions from any school personnel in times of an emergency.