

2025-2026

Revised 8/21/2025

Pope John XXIII
Regional High School



School Safety and Security Plan

The Pope John XXIII Regional High School Safety and Security Plan is modeled after the New Jersey Department of Education Safety and Security Plans Minimum Standards and School safety & security manual: Best practices guidelines. Additions to the plan beyond those required and available in the above referenced documents are derived from federal recommendations contained in U.S. Department of Education, Guide for developing high-quality school emergency operations plans and recognized best practices in the field of school security.

References

- New Jersey Department of Education, Division of the Chief of Staff, Office of School Preparedness and Emergency Planning (2011, August). School safety and security plans: Minimum requirements. Trenton: Author. Retrieved from www.state.nj.us/education/schools/security/req/req.pdf
- New Jersey Department of Education. (2011, August). School safety and security plan review checklist. Trenton: Author.
- New Jersey Department of Education. (2006, December). School safety & security manual: Best practices guidelines. Retrieved from <http://www.state.nj.us/education/schools/security/req/checklist.pdf>
- New Jersey Department of Law & Public Safety and New Jersey Department of Education. (2011). A uniform State agreement between education and law enforcement officials: 2011 revisions. Retrieved from <http://www.state.nj.us/education/schools/security/regs/agree.pdf>
- New Jersey School Security Task Force. (2015, July). New Jersey school security task force report and recommendations. Retrieved from <http://www.nj.gov/education/schools/security/TaskForceReport.pdf>
- U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, Federal Emergency Management Agency. (2013, June). Guide for developing high-quality school emergency operations plans. Retrieved from <http://www2.ed.gov/admins/lead/safety/emergencyplan/index.html>



TABLE OF CONTENTS

Section I

INTRODUCTION

- A. Table of Contents
- B. School Master Schedule
- C. School Staff Roster/Emergency Numbers
- D. Members of district wide planning team and contact
- E. Emergency responders and contact information.
- F. List of individuals who will be contacted in an emergency.
- G. Size, location & use of all buildings.
- H. Number of staff and students normally present along with any scheduled daily differences in population.

Section II

STAKEHOLDER RESPONSIBILITIES

- A. Identify stakeholders to be included in the school safety and security planning process (district and school level).
- B. Identify members of the district-wide crisis response team.
- C. Create a chain-of-command to carry out the district-wide plan.
- D. Establish and communicate the warning signals or commands that alert staff and students to various emergency responses.
- E. Identify members of each building-based crisis response team.
- F. Create a chain-of-command to carry out the building-based plan.
- G. Assign faculty and staff to primary and alternate emergency roles.
- H. Train all members on their responsibilities when a crisis occurs.
- I. Assess staff for specialized training or skills (CPR, EMT, etc.).

Section III

TARGET HARDENING INITIATIVES

- A. Building Access.
- B. Visitor Policy.
- C. Delivery Procedures.
- D. Vendor & Contractor Policies.
- E. Student Transportation Security (school buses, walking routes).
- F. Master key/access code distribution policy.
- G. Vehicular access & parking.
- H. Storage areas (food, chemical, equipment, medication).
- I. HVAC system security.
- J. Each school facility has visible signage identifying school.
- K. Areas where students congregate (bus stop) and associated pathways are adequate to avoid overcrowding.

- L. Access into each school building is controllable through designated entry points.
Main point of entry is clearly identifiable.
- M. Entry points are kept to a minimum and are clearly marked.
- N. Main office has communication capability with all classrooms.
- O. All windows lock securely; hardware and frames in good condition.
- P. Windows intended for secondary means of escape are not blocked and can be readily opened from the inside.

POLICIES

- Q. Gang(s).
- R. Bullying, Harassment and Intimidation

PREVENTION/INTERVENTION PROGRAMS

- S. Anti-bullying (cyber-bullying).
- T. Character Education.
- U. Conflict Resolution.
- V. Gang Awareness & Education.
- W. Internet Safety.
- X. Peer Mediation.
- Y. Other
- Z. Other
- AA. Other

REVIEW OF DOCUMENTS/DATA

- BB. Electronic Violence & Vandalism Report (EVVRS)
- CC. School Security Incident Reports (SSIR)

ALL-HAZARDS ANALYSIS

- DD. Physical environment in/around school building & community.
- EE. School climate & culture.
- FF. Technological (cyber-security, computer usage).
- GG. Natural disaster risk.
- HH. Crime & violence potential, including current/emerging gang activity.

Section IV

COMMUNICATIONS PROCEDURES

- A. Emergency Responders
- B. Staff.
- C. Students.
- D. Parents/Guardians.
- E. Media

PROCEDURES AND PROTOCOLS

- F. Assisting the special needs population
- G. Accountability of students during crisis
- H. Primary and alternate evacuation locations
- I. District wide continuity of operations & education plan
- J. Food Security/Bio-Security



- K. Active shooter situation
- L. Lockdown.
- M. Evacuation.
- N. Bomb Threat or Incident.
- O. Media Communication.
- P. Shelter-in-Place.
- Q. Reverse Evacuation
- R. Student or staff member suicide or death.
- S. School Transportation Incident (accident, breakdown, etc.)
- T. Field Trip Incident.
- U. Fire Alarm or Fire Emergency.
- V. Gas Leak or Hazardous Materials Incident.
- W. Staff Misconduct.
- X. Suspicious Mail.
- Y. Missing Student or Staff Member.
- Z. Natural Disaster or Extreme Weather Conditions.
- AA. Student/Parent Reunification.
- BB. Before and after school programs, non-traditional vendors and other school facility users.

Section V

DISSEMINATION OF TOOLS AND RESOURCES

- A. A copy of the school safety and security plan has been disseminated to local law enforcement and appropriate emergency responders.
- B. Access to school district facility map(s) and/or blueprints are available to local law enforcement and appropriate emergency responders
- C. Each classroom has an emergency response guide.
- D. Each school building has at least one Administrator Emergency Tool Kit.

INFORMATION TO BE LOCATED AND IDENTIFIED

- E. Utility Shut-off locations
- F. First aid and emergency supply locations
- G. Chemical/hazardous material storage locations
- H. Fire extinguisher locations

Section VI

MENTAL HEALTH PROTOCOLS

- A. Monitor staff and students for post traumatic emotional impact.
- B. Provide access to post traumatic services for students and staff.
- C. Conduct debriefing sessions for staff and emergency responders



Section VII

PLAN MAINTENANCE

- A. Provide for and document annual review of the plan.
- B. Conduct annual in-service training of staff regarding plan revision, warning and response signals, evacuation routes, assembly areas, emergency procedures, communication protocols, and chain-of -command.
- C. Consult annually with stakeholders and district-wide planning team regarding training, drills and necessary revisions.
- D. Annually review your chain-of-command with staff and review assigned responsibilities.
- E. Plan Maintenance and Training Documentation

Pope John XXIII Regional High School



School Safety and Security Plan

Section I- Introduction

INTRODUCTION

A. TABLE OF CONTENTS

- A. Table of Contents
- B. School Master Schedule
- C. School Staff Roster/Emergency Numbers
- D. Members of district wide planning team and contact
- E. Emergency responders and contact information.
- F. List of individuals who will be contacted in an emergency.
- G. Size, location & use of all buildings.
- H. Number of staff and students normally present along with any scheduled daily differences in population.

--

**Bell Schedule
2025-2026**

REGULAR SCHEDULE (Blocks 1 and 4 – 64 minutes) (Blocks 2, 3, 5 and 6 – 50 minutes)			LITURGY SCHEDULE (All Blocks - 40 minutes)		
First Early Bell	7:42		First Early Bell	7:42	
Second Early Bell Students Report to Block 1	7:45		Second Early Bell Students Report to Block 1	7:45	
Prayer/Pledge/Attendance/Passes	7:4 8	7:5 2	Prayer/Pledge/Attendance	7:48	7:52
Block 1	7:52	8:5 6	Block 1	7:52	8:32
Block 2	9:00	9:50	Block 2	8:36	9:16
Block 3	9:55	10:4 5	Block 3	9:20	10:00
First Lunch/Advisory Period	10:4 9	11:1 4	Return to Homeroom	10:00	10:07
Second Lunch/Advisory Period	11:1 6	11:4 1	Students Called to Old Gym	10:07	10:15
Block 4	11:4 5	12:4 9	Mass	10:15	11:30
Block 5	12:5 3	1:43	First Lunch/Advisory Period	11:33	11:58
Block 6	1:48	2:38	Second Lunch/Advisory Period	12:00	12:25
			Block 4	12:29	1:09
			Block 5	1:13	1:53
			Block 6	1:58	2:38
AFTERNOON ASSEMBLY (All Blocks – 45 minutes)			DELAYED OPENING (All Blocks – 38 minutes)		
First Early Bell	7:42		Bell/Block 1	9:25	10:0 3
Second Early Bell Students Report to Block 1	7:45		Prayer/Pledge/Attendance	10:0 3	10:0 8
Prayer/Pledge/Attendance	7:48	7:52	Block 2	10:1 2	10:5 0
Block 1	7:52	8:37	Block 3	10:5 5	11:3 3
Block 2	8:41	9:26	First Lunch/Advisory Period	11:3 7	12:0 2
Block 3	9:30	10:1 5	Second Lunch/Advisory Period	12:0 4	12:2 9
Block 4	10:2 0	11:0 5			
First Lunch/Advisory Period	11:0 9	11:3 4			



Second Lunch/Advisory Period	11:36	12:01	Block 4	12:33	1:11
Block 5	12:05	12:50	Block 5	1:15	1:53
Block 6	12:54	1:39	Block 6	1:58	2:36
Return to Homeroom	1:39	1:45	(Updated June, 2025)		
Assembly/Pep Rally	1:50	2:35			
Dismissal	2:35	2:38			



B. School Master Schedule

The school master schedule and daily attendance can be accessed on or offsite through:

<https://popejohn.powerschool.com/admin/home.html>

Administrator password and username will be required.

Hardcopies of the following will be contained in Main Office, Security, and Board Office “Emergency Go Kits” and updated as needed.

- Master Schedule
- Student Roster/Emergency Information
- Lunch Roster
- Student Photo
- Staff Roster/ Emergency Contact

C. School Staff Roster/Emergency Numbers

The Pope John XXIII staff roster and emergency numbers can be accessed on or offsite through:

<https://popejohn.powerschool.com/admin/home.html>

Administrator password and username will be required.

Hardcopies of the following will be contained in Main Office, Security, and Board Office “Emergency Go Kits” and updated as needed.

- Master Schedule
- Student Roster/Emergency Information
- Student Photos
- Staff Roster/ Emergency Contact

D. Members of District Wide Planning Team

Name	Title	Cell	Home/Office
Mr. Dan O'Keefe	President	646 763-1367	973-729-6125
Craig Austin	Vice President	973-222-4410	973-729-6125
Gene Emering	Principal	973-202-4015	973-729-6125
Open			
Brian Corcoran	Dean of Students	973-313-1616	973-729-6125
Michael Maguire	Security and Safety	201-538-6240	973-729-6125
Marian Velivis	Vice Principal	973-271-0458	973-729-6125
Open			973-729-6125
Lauren Espinosa	Guidance	845-545-3975	973-729-6125
Jim Reffi	Maintenance	862-266-1165	973-729-6125
Sue Santore	Principal PJMS	201-919-6220	973-729-6125
Ryan Horan	Vice Principal PJMS	862-266-2585	973-729-6125
Gerald Pennino	Security/PJMS	973-214-0443	973-729-6125
Patty Klebez	Principal/Reverend Brown	862-266-1764	973-729-9174
Dan Rosanelli	Vice Principal/Reverend Brown	973-202-7984	973-729-9174
Carlos Pena	Security/Reverend Brown	201 566-0311	973-729-9174

E. Emergency Responders and Contact Information

Emergency Dial 911

Agency	Name	Phone
Police	Sparta Police Department	973-729-6121
Sheriff's Office	Sussex County Sherriff	973-579-0850
Fire	Sparta Volunteer FD	973-729-5080
EMS	Sparta EMS	973-726-0635
County OEM	Office Of Emergency Management	973 579-0380
Local OEM	Same as above	
Prosecutor's Office	Sussex County	973-383-0850

F. List of Individuals to be contacted in an emergency

School District Crisis Response Team

Name	Title	Cell	Home/Office
Mr. Dan O'Keefe	President	646 763-1367	973-729-6125
Craig Austin	Vice President	973-222-4410	973-729-6125
Gene Emering	Principal	973-202-4015	973-729-6125
OPEN			973-729-6125
Marian Velivis	Vice Principal	973-271-0458	973-729-6125
Tony Grego	Security and Safety	201 602-3697	973-729-6125
Gerald Pennino	Security and Safety PJHS	973-214-0443	973-729-6125
Carlos Pena	Security and Safety RB	201 566-0311	973-729-6125
Lauren Espinosa	Guidance	845-545-3975	973-729-6125
Jim Reffi	Buildings and Grounds	862-266-1165	973-729-6125
Ann Fowler, RN	Nurse	973-713-0033	973-729-6125

G. Size, location and use of all buildings

(1) Pope John XXIII Regional High School- Main Building

Main Use	Educational Instruction/Athletics/Activities
Address	28 Andover Road, Sparta NJ 07871
Longitude & Latitude	41.0321 N, 74.6674 W
Main Phone Number	973-729-6125
Levels	2
Sq. Footage	139,767
Acreage	40.668
Parking	2 lots
Hours Of Operation	Mon-Fri 7:10 am to 3:00pm (classroom) Mon-Fri 3:01 pm to 11:00 pm (after hrs.) Saturday- 7:00am-6:00pm Sunday- 7:00am-3:00pm

(2) Other Building

Main Use	
Address	
Longitude & Latitude	
Main Phone Number	
Levels	
Sq. Footage	
Acreage	
Parking	
Hours Of Operation	Mon-Fri 7:30 am to 4:00pm

- (3) Number of staff and students normally present and scheduled daily differences in population

School Population

Daily Averages	School Hours	After Hours
Students	595	Varies
Faculty/Staff	122	Varies
Visitors	Varies	Varies
Total Population	717	Varies

School populations based on best available estimates. Variations may occur daily as a result of absences, trips, activities and after-hours athletic events and activities.

Pope John XXIII
Regional High School



School Safety and Security Plan

Section II- Stakeholder
Responsibilities

Stakeholder Responsibilities

- A. Identify stakeholders to be included in the school safety and security planning process (district and school level).
- B. Identify members of the district-wide crisis response team.
- C. Create a chain-of-command to carry out the district-wide plan.
- D. Establish and communicate the warning signals or commands that alert staff and students to various emergency responses.
- E. Identify members of each building-based crisis response team.
- F. Create a chain-of-command to carry out the building-based plan.
- G. Assign faculty and staff to primary and alternate emergency roles.
- H. Train all members on their responsibilities when a crisis occurs.
- I. Assess staff for specialized training or skills (CPR, EMT, etc.).

A. Identify stakeholders to be included in the school safety and security planning process (district and school level)

Pope John XXIII Regional High School
District Wide Planning Team

Name	Title/Agency	Cell
Mr. Dan O'Keefe	President/Pope John High School	646 763-1367
Gene Emering	Principal/Pope John High School	973-202-4015
Craig Austin	Vice President	973-222-4410
Tony Grego	Security/Pope John High School	201 602-3697
Marian Velivis	Vice Principal	973-271-0458

B. Identify members of the district-wide crisis response team.

C. School District Crisis Response Team

Name	Title	Cell	Home/Office
Dan O'Keefe	President	646 763-1367	973-729-6125
Craig Austin	Vice President	973-222-4410	973-729-6125
Gene Emering	Principal	973-202-4015	973-729-6125
Marian Velivis	Vice Principal	973-271-0458	973-729-6125
Brian Carlson	Transportation	201-805-8521	973-729-6125
Tony Grego	Security and Safety	201-602-3697	973-729-6125
	Administration		973-729-6125
Brian Corcoran	Dean of Students	973-313-1616	973-729-6125
Lauren Espinosa	Guidance Crisis Counselor	845-545-3975	973-729-6125

Pope John XXIII Regional High School Crisis Response Team

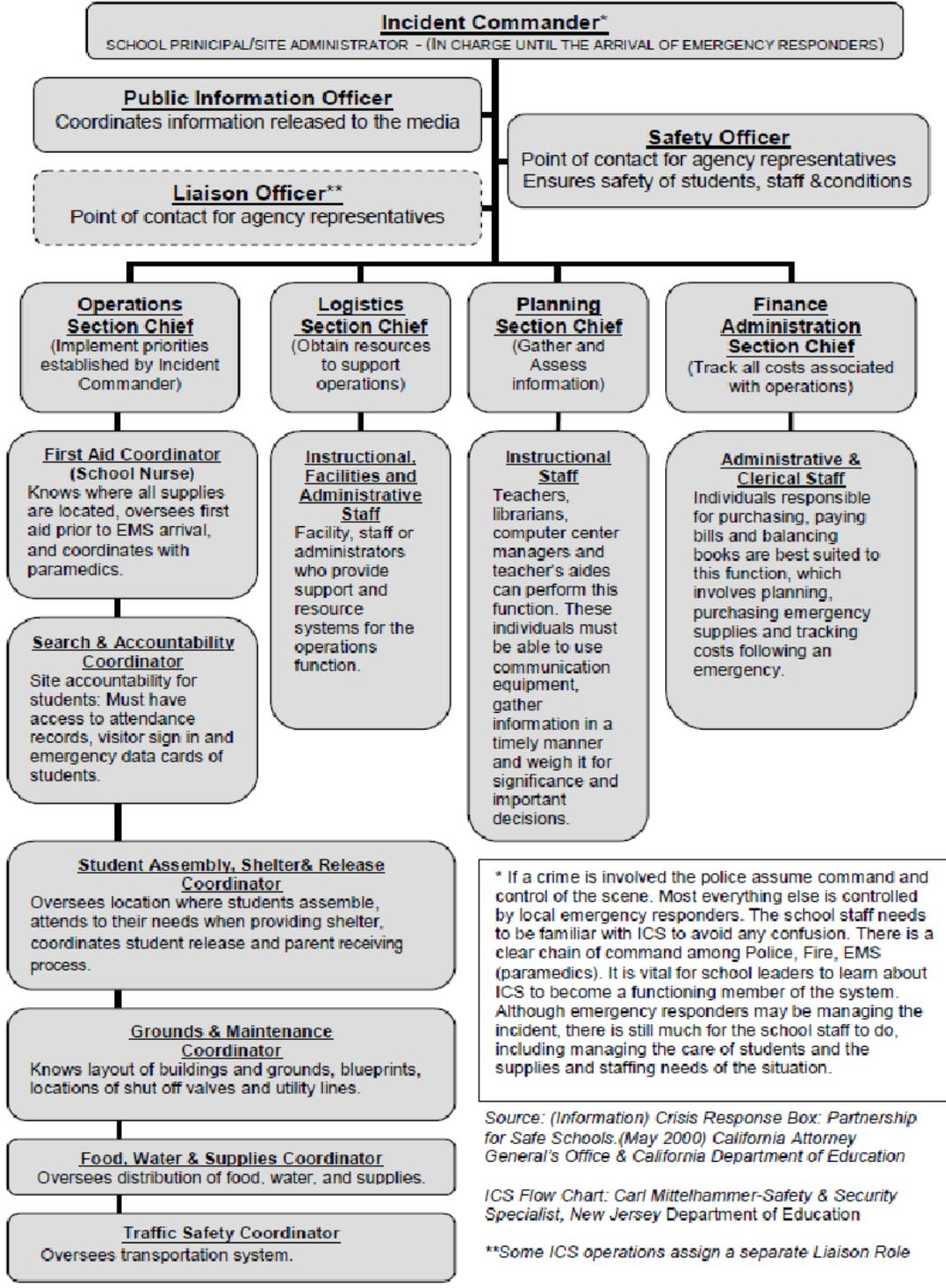
D. Create a chain-of-command to carry out the district-wide plan

Pope John XXIII Regional High School Emergency Chain of Command School District Crisis Response Team

Name	Title	Cell	Home/Office
Dan O’Keefe	President	646 763-1367	973-729-6125
Craig Austin	Vice President	973-222-4410	973-729-6125
Gene Emering	Principal	973-202-4015	973-729-6125
Marian Velivis	Vice Principal	973-271-0458	973-729-6125
	Administration		973-729-6125
Tony Grego	Security and Safety	201 602-3697	973-729-6125
Brian Corcoran	Dean of Students	973-313-1616	973-729-6125
Lauren Espinosa	Guidance	845-545-3975	973-729-6125
Jim Reffi	Maintenance	862-266-1165	973-729-6125
Sue Santore	Principal PJMS	201-919-6220	973-729-6125
Brian Carlson	Transportation	201-805-8521	973-729-6125
Gerald Pennino	Security/PJMS	973-214-0443	973-729-6125
Patty Klebez	Principal/Reverend Brown	862-266-1764	973-729-9174
Dan Rosanelli	Vice Principal/Reverend Brown	973-202-7984	973-729-9174
Carlos Pena	Security/Reverend Brown	201 566-0311	973-729-9174

In addition to the above chain of command which shall be used for communication purposes, Pope John XXIII Regional High School will utilize the Incident Command System (ICS) for all incidents. The following diagram shall be used as a guideline for assigning roles and responsibilities during an incident. Assignments shall be made by the Incident Commander (usually the principal or senior site administrator). The ICS organization is modular and has the capability to expand or contract to meet the needs of the incident. On a larger incident, the Incident Commander may create Sections and delegate the Operations, Planning, Logistics, and Finance/Administration functions. The assignments will be determined by the size and scope of the incident. Not all the roles identified in the diagram will be necessary for every incident however; an Incident Commander will be required for all incidents.

INCIDENT COMMAND SYSTEM (ICS) CMGF3



* If a crime is involved the police assume command and control of the scene. Most everything else is controlled by local emergency responders. The school staff needs to be familiar with ICS to avoid any confusion. There is a clear chain of command among Police, Fire, EMS (paramedics). It is vital for school leaders to learn about ICS to become a functioning member of the system. Although emergency responders may be managing the incident, there is still much for the school staff to do, including managing the care of students and the supplies and staffing needs of the situation.

Source: (Information) Crisis Response Box: Partnership for Safe Schools.(May 2000) California Attorney General's Office & California Department of Education

ICS Flow Chart: Carl Mittelhammer-Safety & Security Specialist, New Jersey Department of Education

**Some ICS operations assign a separate Liaison Role



E. Establish and communicate the warning signals or commands that alert staff and students to various emergency responses.

Alert Signals & Commands

NOTE: “Plain” language will be always utilized during drills and emergencies to allow staff, students and visitors the opportunity to act correctly in time.

Announcements will be made over the intercom or loudspeaker system, and simultaneously transmitted over the two-way radio system for the following responses:

Lockdown
Evacuation (non-fire)
Active Shooter
Bomb Threat
Reverse Evacuation
Shelter in Place

To commence the appropriate response:

Example: **“Attention! We are now in a Lockdown. We are now in a Lockdown.”**

The word “drill” will not be utilized during announcements to initiate emergency responses.

Every announcement should be treated as an actual event until notified by the appropriate drill conclusion message or until notified by security personnel and/or law enforcement personnel in an actual event.

- School radios will be utilized on channel 1 for non-emergency situations or when privacy is not required.
- School radios will be utilized on channel 8 for emergency situations or when privacy is required.
- Classroom intercom or phone will be utilized to contact specific rooms, teachers, or students.
- All bells and alarms should be ignored during a lockdown unless signs of fire are observed in the immediate vicinity of your location resulting in the imminent need for evacuation.

At the conclusion of a Lockdown/Drill- an administrator will announce over the PA system the following message. “The Lockdown is now complete” followed by a second Main Office administrator stating, “The Lockdown is now complete”. If you hear anything other than the above message, remain in a lockdown until either the correct message is given or law enforcement and security unlock your door with further instruction.

Fire Alarms

Fire alarms will be utilized for fire emergencies or as a secondary means of evacuation.

Activation of a fire alarm will result in the initiation of evacuation procedures unless the activation occurs during a lockdown. In this case all bells and alarms should be ignored during a lockdown unless signs of fire are observed in the immediate vicinity of your location resulting in the imminent need for evacuation.

F. Identify members of each building-based crisis response team.

The building-based Crisis Response Team shall be the same as the district based crisis response team.

School District Crisis Response Team

Name	Title	Cell	Home/Office
Dan O’Keefe	President	646 763-1367	973-729-6125
Craig Austin	Vice President	973-222-4410	973-729-6125
Gene Emering	Principal	973-202-4015	973-729-6125
Marian Velivis	Vice Principal	973-271-0458	973-729-6125
Tony Grego	Security and Safety	201 602-3697	973-729-6125
Brian Carlson	Transportation	201-805-8521	973-729-6125
Brian Corcoran	Dean of Students	973-313-1616	973-729-6125
Lauren Espinosa	Guidance Crisis Counselor	845-545-3975	973-729-6125

G. Create a chain of command to carry out the building-based plan.

The building-based chain of command shall be the same as the district-based crisis response team.

School District Crisis Response Team

Name	Title	Cell	Home/Office
Dan O’Keefe	President	646 763-1367	973-729-6125
Craig Austin	Vice President	973-222-4410	973-729-6125
Gene Emering	Principal	973-202-4015	973-729-6125
Marian Velivis	Vice Principal	973-271-0458	973-729-6125
Michael Maguire	Security and Safety	201-538-6240	973-729-6125
Brian Carlson	Transportation	201-805-8521	973-729-6125
Brian Corcoran	Dean of Students	973-313-1616	973-729-6125
Lauren Espinosa	Guidance	845-545-3975	973-729-6125



H. Assign faculty and staff to primary and alternate emergency roles.

Building-level Emergency and Crisis Response Teams will be formed by the Operations Section Chief during an emergency. It should be clear to all staff that although they are not members of the formal Crisis Response Team, each of them will have a role in the implementation of effective emergency and crisis procedures and each is responsible for addressing the immediate safety needs of the students in his or her care. The following list provides specific team and alternate assignments.

- Emergency Operations Center Team - This team includes but is not limited to the principal or site administrator or designee. This team implements and coordinates the overall emergency and crisis operations of the school or site.
- First Aid Team - This team includes the school nurses or other staff trained in first aid. The team administers first aid to staff and students and determines the need for additional medical assistance.
- Sweep and Rescue or Fire and Search Team - The number of staff assigned to this team may vary. In the event of a critical incident requiring the assistance of outside emergency personnel, this team aids emergency personnel as they search and sweep the area for fire and/or injured staff and students.
- Student and Staff Accountability Team - This team includes all classroom teachers and staff members not assigned to another team. Team members take roll and ascertain the extent of injuries of staff and students.
- Parental Communication or Reunion Team - Staff assigned to this team establish a separate, secure area where they can process and release students to parents and guardians.
- School and Site Security Team - This team helps to maintain security at the school or site and refers and routes responders to the area of need.

Staff members shall be cross trained to be able to serve on various teams as indicated below:

Administrators- Emergency Center Operations/Parental Notification/Reunification

Maintenance- Sweep and Rescue or Fire and Search/School and Site Security

Security- School and Site Security /Sweep and Rescue or Fire and Search

Nurses- First Aid Team/ Parental Communication or Reunion Team

Teachers- Student and Staff Accountability Team/ Parental Communication or Reunion Team

Support Staff- Emergency Center Operations/Parental Notification/Reunification

- I. Train all members on their responsibilities when a crisis occurs.

Training

The following training shall be completed according to assignments and responsibilities:

All Staff

- Annual review of School Security Plan roles and responsibilities

Administration

- Incident Command System for Schools IS-100.sca

Security

- Incident Command System for Schools IS-100.sca
- Active Shooter-What can you do IS-907

J. Assess staff for specialized training or skills

List of staff members with specialized training or skills (CPR, First Aid, EMT, etc.)

Last Name	First Name	Training/Skill	Expiration	Contact #
		First Aid, CPR, AED		See Emergency Contact List Section I Page 3
Carlson	Brian	First Aid, CPR, AED	Current	
Corcoran	Brian	First Aid, CPR, AED	Current	
Hoffman	Chris	First Aid, CPR, AED	Current	
St. John	Brian	First Aid, CPR, AED	Current	
Reidmiller, EMT	Katie	First Aid, CPR, AED	Current	
Farrand	Cole	First Aid, CPR, AED	Current	
Morro	Tom	First Aid, CPR, AED	Current	
Johnson	Anika	First Aid, CPR, AED	Current	
Graziano	Gerard	First Aid, CPR, AED	Current	
McGinley	Patricia	First Aid, CPR, AED	Current	
Gaston	Dom	First Aid, CPR, AED	Current	
Maguire	Michael	First Aid, CPR, AED	Current	
Emering	Gene	First Aid, CPR, AED	Current	
Della Fera	Joseph	First Aid, CPR, AED	Current	

Pope John XXIII
Regional High School



School Safety and Security Plan
Section III- Target
Hardening/Policies and
Prevention

TARGET HARDENING INITIATIVES

- A. Building Access.
- B. Visitor Policy.
- C. Delivery Procedures.
- D. Vendor & Contractor Policies.
- E. Student Transportation Security (school buses, walking routes).
- F. Master key/access code distribution policy.
- G. Vehicular access & parking.
- H. Storage areas (food, chemical, equipment, medication).
- I. HVAC system security.
- J. Each school facility has visible signage identifying school.
- K. Areas where students congregate (bus stop) and associated pathways are adequate to avoid overcrowding.
- L. Access into each school building is controllable through designated entry points. Main point of entry is clearly identifiable.
- M. Entry points are kept to a minimum and are clearly marked.
- N. Main office has communication capability with all classrooms.
- O. All windows lock securely; hardware and frames in good condition.
- P. Windows intended for secondary means of escape are not blocked and can be readily opened from the inside.

POLICIES

- Q. Gang(s).
- R. Bullying, Harassment and Intimidation

PREVENTION/INTERVENTION PROGRAMS

- S. Anti-bullying (cyber-bullying).
- T. Character Education.
- U. Conflict Resolution.
- V. Gang Awareness & Education.
- W. Internet Safety.
- X. Peer Mediation.
- Y. Other
- Z. Other
- AA. Other

REVIEW OF DOCUMENTS/DATA

- BB. Electronic Violence & Vandalism Report (EVVRS)
- CC. School Security Incident Reports (SSIR)

ALL-HAZARDS ANALYSIS

- DD. Physical environment in/around school building & community.
- EE. School climate & culture.
- FF. Technological (cyber-security, computer usage).
- GG. Natural disaster risk.
- HH. Crime & violence potential, including current/emerging gang activity.

Target Hardening Initiatives

A. Building Access

Pope John XXIII Regional High School will lock all doors to the building door during school hours. During these hours, please follow the procedure below:

1. At the start of the first period all doors will be locked, and the MAIN ENTRANCE DOOR will be turned on to lock automatically
2. At this time all late students and visitors must enter through the main entrance by getting buzzed in.
3. When the bell is rung the answering secretary will ask the visitor to state their name and purpose for entering the building
4. When entrance is permitted, all must enter the main office and sign in, there will be two sign-in books
 - a. Parents or visitors picking up, dropping off items or anyone denied visitation access will sign an entrance book.
 - b. Anyone visiting the building will sign in and receive a visitors pass which will be good only for that date.
5. If any staff member observes someone trying to enter the building through any other door, we ask you to direct them to the main entrance, do not allow access through any other door
 - a. If a door is observed unlocked or held open, please contact the main office immediately.
 - b. Any student or visitor entering through any other door please send them to the main office.
6. There will always be a camera on the main entrance, and the video will be used in the event of any suspicious activity.



DSC_2264.JPG



DSC_2265.JPG



DSC_2266.JPG



DSC_2267.JPG



DSC_2268.JPG



DSC_2269.JPG



DSC_2270.JPG



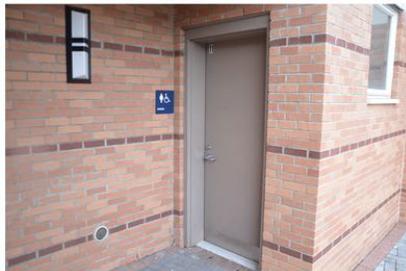
DSC_2271.JPG



DSC_2272.JPG



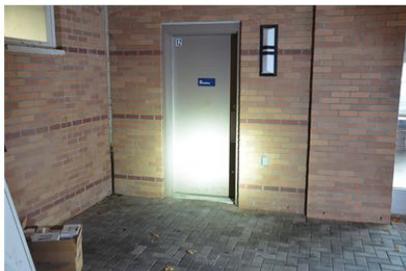
DSC_2273.JPG



DSC_2274.JPG



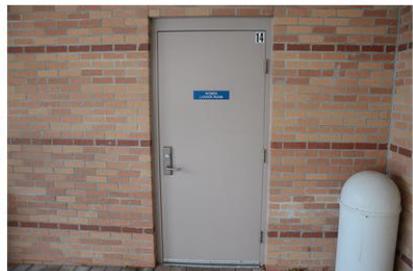
DSC_2275.JPG



DSC_2276.JPG



DSC_2277.JPG



DSC_2278.JPG

B. Visitor Policy

Registration

1. Every visitor is required to register in the school office.
2. A notice will be prominently posted at each entrance to the school building advising visitors to report to the school office before advancing to any other part of the school. Additional signs should be posted in the lobby of each building to advise visitors to proceed no farther without registering in the school office.
3. The principal will maintain a logbook in the main office of the school. Each visitor shall enter his or her name and the purpose of his or her visit in the logbook, except that the principal may exempt tradespersons who make regular and frequent visits to the school.
4. Each visitor will be given an identification tag or badge, which must be worn while the visitor is in the school. The principal may give a permanent identification tag or badge to a tradesperson who makes regular and frequent visits to the school.
5. The principal or office personnel designated by the principal shall arrange for an escort to accompany each visitor to his or her destination, except that the principal may permit visitors familiar with the school and personally known to the principal to proceed unaccompanied.
6. A staff member who encounters a visitor without identification will request the visitor to report at the school office and, if feasible, conduct the visitor to the school office. A visitor who resists the request or refuses to be conducted to the school office shall be reported to the principal immediately.
7. A teacher shall not admit a visitor to his or her classroom unless the visitor has the identifying tag or badge or is accompanied by the principal or the principal's designee.
8. When a visitor has completed the business of his or her visit, he or she will return directly to the school office, return the identification tag or badge, and promptly leave the building.
9. The provisions of this paragraph may be waived for parents attending scheduled parent-teacher conferences.

Permission to visit classroom

1. Permission to visit a classroom in session must be sought from and granted by the principal.
2. In general, arrangements to visit a classroom should be made at least two days in advance of the intended visit.
3. If the intended visit would interfere with the planned instructional program, the principal will so advise the visitor and suggest another time for the visit.
4. The principal is authorized to exclude a visitor from a classroom if the principal has reason to suspect that the visitor may disrupt the educational program or threaten the health and safety of pupils or staff members.

5. A parent who arrives at school without having sought advance approval of a classroom visit may be admitted to the classroom at the discretion of the principal.
6. The principal may arrange visits to classrooms by educators and student teachers with the cooperation and consent of the classroom teachers.
7. Teachers may invite guest speakers or observers to their classrooms with the approval of the principal. Each such guest speaker and observer must sign the school logbook.
8. The principal has the authority to evaluate all requests to visit a classroom. A denied request will be accompanied by an explanation of the denial. A parent who has been denied access to his or her child's classroom may appeal the principal's decision to the The School President or Principal.

Limitations on visits to school

1. Visitors are permitted in the schools during school hours on school days.
2. A visitor may remove a pupil from school only with written approval from a parent/guardian.
3. A visitor may confer with a pupil in the school only with the approval of the principal and in the presence of a teaching staff member.
4. A visitor to a classroom shall not interrupt the instructional program, speak to or disturb pupils, or distract the teacher. A visitor who wishes to confer with the teacher must plan for a conference at a later scheduled time and date
5. A visitor may not bring a child or children to a classroom without the express permission of the teacher and the principal.
6. A classroom visit may ordinarily not exceed one period without the express permission of the teacher and the principal.
7. The principal may restrict the number of visitors to any classroom at any one time. Preference will be given to the parents of pupils in the classroom.

Disruptive visitors

1. The principal has complete authority to exclude from school premises any person whom he or she believes may:
 - a. Disrupt the instructional program.
 - b. Disturb teachers or pupils; or
 - c. Commit an illegal act.

2. A visitor whose presence or conduct is disruptive or whose conduct in the past suggests that he or she may be disruptive may be requested to leave the school premises. If the visitor so requested does not withdraw, the principal may summon assistance from the police.
3. A visitor who presents a serious and immediate threat to the health and safety of persons in the school may be subdued by appropriate means pending the arrival of law enforcement officers.
4. If the Principal has been alerted to dangerous persons in the vicinity of the school or has been informed that a person intends to enter the school with the intent of doing harm, the principal may, in his or her discretion
 - a. Assign personnel to patrol entrances to the school and deny entrance to any person not properly identified or personally not known to them.
 - b. Secure the services of professional security personnel to monitor entrances; and/or
 - c. Lock all school entrances other than the main entrance so that doors cannot be opened from the outside.

C. Delivery Procedures

1. All deliveries that arrive at the school shall be directed through the main entrance or Designated loading dock area and received at that location.
2. Any deliveries that require entry into the building beyond the main office area shall be escorted by maintenance, security, or other staff receiving the delivery. Appropriate visitor procedures shall be followed for all deliveries not scheduled in advance.
3. Large deliveries or those that may take additional time to accomplish shall be scheduled in advance whenever possible. The main office shall be notified of all scheduled deliveries so that appropriate accommodations can be made.
4. Deliveries accepted at the main office shall be directed to the appropriate recipient. Any unusual or suspect delivery person(s) or packages should immediately be reported to a main office administrator and security. Description of such person(s) and vehicle information should be documented.
5. When practical, those coordinating deliveries should designate a parking location for delivery vehicles such that they are not in close proximity to the school building.
6. Any vehicles on school property that are of a suspicious nature should immediately be reported to security and/or police.

D. Vendor/Contractor Policies

1. Vendors and contractors shall follow all appropriate visitor procedures when entering the building during school hours or activities. Visitor passes should be prominently displayed for identification by school staff as well as students.
2. Appropriate school district personnel shall ensure that all construction and renovation work, workers, and vendor activities are closely monitored.
3. Vendor deliveries should be prescheduled whenever possible.
4. Vendor/contractor information shall be kept on file at the school district office, as appropriate.

E. Student Transportation Security

Pope John XXIII Regional High School shall maintain procedures for student transportation security including training, evacuation drills, bus accident procedures, and bus line up/rosters.

F. Master key/access code distribution policy

Keys to school buildings and facilities

1. Staff members and school officials will be provided with keys as follows:
 - a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility to which they require access for the performance of their professional duties.
 - b. The building principal and foreman of custodians will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.
 - c. other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.

G. Vehicular access & parking

- Vehicular traffic and parking is monitored throughout the day using CCTV and physical surveillance of driveways and parking lots.

Staff Parking-

- The school staff shall be assigned parking spaces according to school policy.

Student Parking-

- Students are provided parking spaces in the student lot.

Visitor Parking-

- Visitor spaces are provided and clearly marked
- Visitors may also park in the student lot if no alternate spaces are available.

H. Storage areas (food, chemical, equipment, medication)

Pope John XXIII Regional High School maintains the following policies related to storage areas:

I. HVAC system security

All access doors to all HVAC system components and roof access shall be always locked, and accessible only to authorized personnel and/or contractors with the express permission and knowledge of the Supervisor of Buildings and Grounds or designee.

J. Each school facility has visible signage identifying school

A sign shall be conspicuously posted at each school building and prominently displayed on school grounds clearly identifying the facility as Pope John XXIII Regional High School

K. Areas where students congregate (bus stop) and associated pathways are adequate to avoid overcrowding.

All sidewalks and other areas where students congregate shall be monitored for adequate space to avoid overcrowding. This shall be done by assigned staff duties and security staff.

L. Access into each school building is controllable through designated entry points. Main point of entry is clearly identifiable.

Pope John XXIII Regional High School maintains the following policies related to school building access.

M. Entry points are kept to a minimum and are clearly marked.

Access for students shall be restricted to the main entrance and designated student entrance which shall be monitored between at the start and conclusion of the school day.

Faculty access shall be restricted to those entrances which are equipped with proximity card access. These entrances shall lock automatically to ensure that they are utilized by authorized personnel only. Proximity card access shall be authorized for days and hours according to assignment.

Visitor access shall be made through the main entrance only.

Signage shall be displayed to clearly identify the main entrance for visitors.

N. Main office has communication capability with all classrooms.

The main office has communication capability by dialing the classroom/office extensions or by utilizing the public address system.

O. All windows lock securely, hardware and frames in good condition.

All windows shall be checked periodically to ensure that they lock securely, and hardware and frames are in good condition.

P. Windows intended for secondary means of escape are not blocked and can be readily opened from the inside.

All windows shall be checked periodically to ensure that they are in good working order. Those windows designated for egress shall not be blocked and must be able to be opened readily.

POLICIES

Q. Gang(s)

Pope John XXIII Regional High School maintains the following policies related to Gangs/Suspected Gang Activity

Policy

SUSPECTED GANG ACTIVITY

Students that initiate, advocate, or promote unacceptable activities or conduct, openly or otherwise, and/or threaten the safety or well-being of others, disrupt the school environment and are harmful to the educational process in this school district. This unacceptable conduct, including but not limited to, Any physical or verbal harassing, intimidating, or bullying conduct; unlawful use of force; threats; violence; or other violations of the school district's student code of conduct by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believes any unacceptable activities or conduct was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by students representing a "criminal street gang" (hereinafter referred to as a "gang") as defined in N.J.S.A. 2C:33-29.

In accordance with N.J.S.A 2C:33-29, "criminal street gang" means three or more persons associated in fact. Individuals are associated in fact if: (1) two of the following seven criteria that indicate criminal street gang membership apply: (a) self-proclamation; (b) witness testimony or official statement; (c) written or electronic correspondence; (d) paraphernalia or photographs; (e) tattoos; (f) clothing or colors; (g) any other indicia of street gang activity; and (2) individually or in combination with other members of a criminal street gang, while engaging in gang-related activity, have committed or conspired or attempted to commit, within the preceding five years from the date of the present offense, excluding any period of imprisonment, one or more offenses on separate occasions of robbery, carjacking, aggravated assault, assault, aggravated sexual assault, sexual assault, arson, burglary, kidnapping, extortion, tampering with witnesses and informants or a violation of Chapter 11, Section 3, 4, 5, 6, or 7 of Chapter 35, or Chapter 39 of Title 2C of the New Jersey Statutes.

If it is determined unacceptable activities or conduct was committed by students representing a gang or by students that may be representing a gang, the principal or designee will assign appropriate disciplinary action and will notify the parent of the victim(s) and the offender(s). The principal or designee will also inform the School President or Principal of Schools and local law enforcement.

To further ensure the safety and well-being of all students in the district and to increase awareness within the school community regarding potential gang activity, students are prohibited from wearing while on school grounds, at any school related or sponsored activity, on school buses, and any other place where students are supervised by school district staff, any type of

clothing or accessory that would indicate a student has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parent of any student identified as being potentially involved in gang-related activities shall be notified by the principal or designee. A student identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district's administrative staff members will encourage local law enforcement to share gang-related information with school officials.

Membership in gangs or similar groups is not tolerated at Pope John High School XXIII. Any type of behavior such as gang handshakes, the wearing of colors, and the wearing of beads representing colors will result in serious disciplinary penalties. Actual membership in a gang will result in immediate dismissal from school.

R. Harassment, Intimidation, and Bullying

Pope John XXIII Regional High School maintains the following policies related to Harassment, Intimidation, and Bullying.

Policies

– Harassment, Intimidation, and Bullying

Harassment

Each student has the responsibility to maintain acceptable standards of personal behavior to ensure learning and working environment free from intimidation, harassment, bias or prejudice.

Therefore, our policy is as follows: Threats of violence and other forms of abusive expression, any forms of bullying,

physical harassment, use of inappropriate sexual words, actions or innuendoes and comments directed at a person's gender, appearance, demeanor or sexual orientation are inappropriate and will not be tolerated.

Any types of public displays of affection are not appropriate or acceptable in our school environment.

Sexual harassment consists of unwelcome sexual advances, touching, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, written, visual or physical conduct of a sexual nature directed toward another person.

School Sanctions: Harassment/sexual harassment are serious offenses and violate the Church's teaching on the dignity of the human person and contrary to federal and state laws. Pope John High School XXIII will investigate all complaints promptly and aggressively. If there is a substantiated claim that a student harassed/sexually harassed

someone, the perpetrator is subject to appropriate disciplinary action which may include warnings, parent conferences, suspension, or expulsion.

False Charges: If, after a thorough investigation, it is determined that a complaint was made with the knowledge that the facts were false, the filing individual will be subject to severe disciplinary action which may include suspension and/or expulsion.

Pope John High School XXIII's comprehensive Harassment, Intimidation and Bullying (HIB) policy is available here.

Sexuality

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.¹

Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity." (§2393, Catechism of the Catholic Church).

"Except within a valid marriage between a man and a woman (see, e.g. Sections 2360- 2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church."

If a student's expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the school.

As in the case of students, if serious concerns arise as to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from school, and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

¹ www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/

2/5/2016

Threats and Violence

Pope John High School XXIII maintains a zero-tolerance policy in dealing with threats and incidences of actual or potential violence. All threats will be taken seriously, and the proper authorities will be notified. A student who makes threats is suspended from school, and, if necessary, required to get either a psychological or a psychiatric evaluation. The student may return to school only if the parent/guardian presents a written statement from a psychiatrist/psychologist approved by the school, indicating the student is ready to return to school and the administration is willing to have the student return. A student's parent/guardian will be notified in writing that a second offense may result in dismissal. Before a student is allowed to return to Pope John High School XXIII a re-admittance conference will be held with the student and parent/guardian. Administration may suggest voluntary transfer if it believes that the school is no longer helping a student to grow into a mature, self-disciplined, educated person.

Any student in the possession of an illegal weapon or firearm will be subject to immediate dismissal and referral to the appropriate law enforcement agency.

False Threats: Any student who reports a false threat will be suspended from school and/or subjected to more severe disciplinary action. The student will also be required to get counseling before re-admittance.

What constitutes a threat?

- A threat can be physical, verbal, written, illustrated and/or a weapon.
- A threat can be reported to an adult or by the victim.
- A threat can be reported to by a third party who witnessed the threat.
- A threat can be observed by an adult (teacher, administrator, staff person, or parent).

PREVENTION/INTERVENTION PROGRAMS

Pope John XXIII Regional High School maintains the following prevention/intervention programs and activities:

S. Anti-bullying (cyber-bullying)

School Safety/Climate Team

Nationally recognized motivational and educational speakers

T. Character Education

Violence Awareness Week

Week of Respect

U. Conflict Resolution

V. Gang Awareness & Education

Staff Participates in community-based gang prevention task force and training.

W. Internet Safety.

Digital Citizenship classes/assemblies

X. Peer Mediation

Restorative Practices Pilot

Y. Other- Suicide Prevention

The School District Diocese of Paterson maintains the following policies related to Suicide Prevention

Policy - - Suicide Prevention

AA. Other

REVIEW OF DOCUMENTS/DATA

BB. Electronic Violence & Vandalism Report (EVVRS)

Pope John XXIII Regional High School maintains the following policy related to Electronic Violence & Vandalism Report (EVVRS) and School Security Incident Reports (SSIR).

Policy Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse

CC. School Security Incident Reports (SSIR)

Pope John XXIII Regional High School the following policy related to Electronic Violence & Vandalism Report (EVVRS) and School Security Incident Reports (SSIR).

Policy Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse

ALL-HAZARDS ANALYSIS

DD. Physical environment in/around school building & community.

An assessment of the physical school environment and the surrounding community shall be conducted annually by designated school staff in cooperation with the Police Department and Office of Emergency Management.

EE. School climate & culture

An assessment of the school climate and culture shall be conducted periodically by the school safety/climate team.

FF. Technological (cyber-security, computer usage)

Cyber –security and Data monitoring shall be conducted by district IT staff.

GG. Natural disaster risk.

The security director shall review risk assessment information annually with the county and local offices of emergency management through the district wide planning team.

HH. Crime & violence potential, including current/emerging gang activity.

Designated school staff shall review crime and violence potential and emerging gang activity information annually with the county and local law enforcement through the district wide planning team. This information will also be obtained regularly through the school resource officer/liaison program and Memorandum of Agreement between Education and Law Enforcement Officials.

Pope John XXIII Regional High School



School Safety and Security Plan Section IV- Communications/Procedures and Protocols

Communications Procedures

- A. Emergency Responders
- B. Staff.
- C. Students.
- D. Parents/Guardians.
- E. Media

Procedures and Protocols

- F. Assisting the special needs population
- G. Accountability of students during crisis
- H. Primary and alternate evacuation locations.
- I. District wide continuity of operations & education plan
- J. Food Security/Biosecurity
- K. Active shooter situation
- L. Lockdown.
- M. Evacuation.
- N. Bomb Threat or Incident.
- O. Media Communication.
- P. Shelter-in-Place
- Q. Reverse Evacuation
- R. Student or staff member suicide or death
- S. School Transportation Incident (accident, breakdown, etc.)
- T. Field Trip Incident
- U. Fire Alarm or Fire Emergency
- V. Gas Leak or Hazardous Materials Incident
- W. Staff Misconduct
- X. Suspicious Mail.
- Y. Missing Student or Staff Member
- Z. Natural Disaster or Extreme Weather Conditions.
- AA. Student/Parent Reunification
- BB. Before and after school programs, non-traditional vendors and other school facility users.

Communication Procedures

A. Emergency Responders

The principal or designee is responsible for directing all calls to emergency responders. Emergency Responder contacts appear below.

Emergency Dial 911

Agency	Name	Phone
Police	Sparta Police Department	973-729-6121
Sheriff's Office	Sussex County Sherriff	973-579-0850
Fire	Sparta Volunteer FD	973-729-5080
EMS	Sparta EMS	973-726-0635
County OEM	Sheriff Michael Strada	973-579-0380
Local OEM	Chief Ernie Reigstad	973-729-6121
Prosecutor's Office	Sussex County	973-383-0850

B. Staff

School District utilizes Handheld Radios, PA system to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the principal or designee.

C. Students

School District utilizes Handheld Radios, PA system to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the principal or designee.

D. Parents/Guardians

School District utilizes Handheld Radios, PA system to communicate with staff members, students, parents, and emergency contacts in the event of an emergency. Notifications are authorized by the principal or designee.

E. Media

During any incident or school-related situation, no staff member or teacher may provide information to members of the media. In the event of an emergency situation, the safety of Students and Staff are our primary focus. All media inquiries should be directed to the School President or Principal of Schools, Police or the Emergency Management Coordinator at the Command Post for information.

Procedures and Protocols

F. Assisting the special needs population

Special needs populations present challenges to emergency and crisis planners. Planning considerations should address the needs of students and staff with hearing, mobility, sight or other physical or health impairments. Other groups that may need special considerations include non-English speaking students and students within specific age ranges that have specific requirements.

1. Emergency Go Bags shall contain lists of students along with any alerts that may need to be addressed during an emergency.
2. Pope John XXIII Regional High School maintains a Nursing Services plan which shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to pupils.
3. In the event of an evacuation, Multiply Disabled/Medically Fragile Students **WILL NOT BE TRANSPORTED TO THE DESIGNATED OFF-SITE LOCATION**. During an evacuation, Multiply Handicapped and Medically Fragile Students will be transported to the nearest hospital where their medical needs can be cared for. Arrangements must be made by their parents and/or Guardian for the children to be picked up at the hospital. (See Evacuation Procedure Section IV.M)

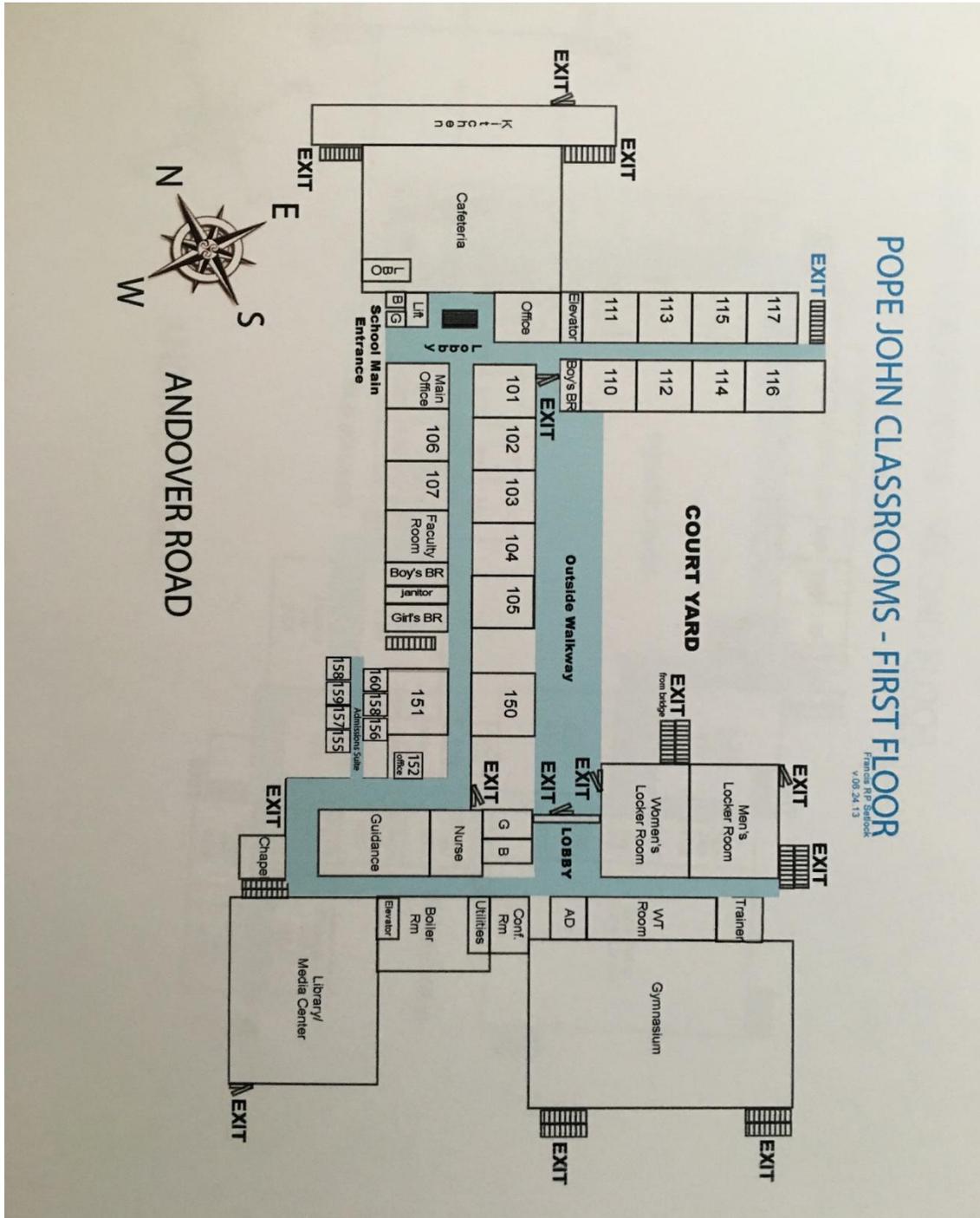
G. Accountability of students during a crisis

While the school is ultimately responsible for students, direct supervision of the students is the responsibility of the teachers and building administrators.

1. Faculty, staff and students should be familiar with evacuation routes from school facilities and where meeting points have been designated outside the school facilities. (See Evacuation Procedure Section IV. H and IV. M)
2. Accountability for every individual is crucial. Attendance should be taken and submitted to the incident commander or the individual directing the emergency and crisis response.
3. Attendance taken during an emergency will have to be verified with daily records, as the situation permits.
4. School staff members/Administrators should be prepared to always take attendance and account for students under their supervision. This includes the following emergency responses:
 - a. Evacuation
 - b. Lockdown
 - c. Shelter in Place
 - d. Reverse Evacuation
 - e. Parent Re-unification

H. Primary and alternate evacuation routes

On-Site Evacuation Locations



Off-Site Evacuation Locations

High Point Regional High School

299 Pidgeon Hill Rd Sussex, NJ 07461

<https://maps.apple.com/maps?daddr=High%20Point%20Regional%20High%20School,%20299%20Pidgeon%20Hill%20Rd,%20Sussex,%20NJ%20%2007461,%20United%20States&dirflg=d&saddr=Pope%20John%20XXIII%20Regional%20High%20School,%2028%20Andover%20Rd,%20Sparta,%20NJ%20%2007871,%20United%20States>

Newton Medical Center

175 High St, Newton, NJ 07860

(973) 383-2121

<https://maps.apple.com/maps?daddr=Newton%20Medical%20Center,%20175%20High%20St,%20Newton,%20NJ%20%2007860-1004,%20United%20States&dirflg=d&saddr=Pope%20John%20XXIII%20Regional%20High%20School,%2028%20Andover%20Rd,%20Sparta,%20NJ%20%2007871,%20United%20States>

- I. District wide continuity of operations & education plan.



In the event of an emergency (e.g. Fire, Flood, Weather Related Damage) where it may not be possible to hold classes at Pope John High School for an extended period of time, it may become necessary to hold classes at an alternate location. Pope John High School will ensure its continuity of operations with the following.

A. One of the options that the school administrators will look at s to shift academic operations for the school to one of the following schools in the dioceses that would be available in a relatively short amount of time. Bussing operations would be an important partner in this option.

St. Joseph's Regional School

20 Jefferson Street

Newton, NJ 07860

973-383-1985

St. Michael's School

10 Church Street

Netcong, NJ 07857

973-347-0032

Immaculate Conception Regional School

65 Church St

Franklin, NJ 07416

973-827-9575

B. The second option to aid in the continuity of operation and education plan, is to contract with a company that provides emergency buildings

that would be brought in to act as a temporary school building. This option would be a long-term plan of action. The following company would be contacted in this scenario:

MoD Space

100 Pennval Road,

P.O. Box 1279

Woodbridge, NJ07095

Contact: Michael Foster

Territory Sales Manager

Michael.foster@modspace.com

Note: MoD Space is a provider of temporary trailers that can be put in place to serve as classrooms. They also provide bathrooms, locker rooms and can make a school setting by connecting trailers together to make a functional school.

J. Food Security/Biosecurity

Pope John XXIII Regional High School maintains the following policies related to Preparedness for Food Biosecurity

Food Biosecurity Plan

School Lunch Program Biosecurity Plan

JUNE 16TH, 2015

-

The Diocese of Paterson is committed to protecting the health of the children and adults in school buildings by strengthening the safety of foodservice operations. Therefore, The Sussex Academy requires the creation and implementation of a School Lunch Program Biosecurity Plan that will keep school meals free from intentional contamination and enable the foodservice to respond to threats or incidents of bioterrorism.

The School Lunch Program Biosecurity Plan shall be a document that spells out school lunch program policies and procedures that minimize the risk of intentional contamination of food and reduce the risk of illness or death in the school community. The Plan shall describe strategies for preventing threats and incidents of product tampering and food contamination. The Plan shall also include appropriate response actions to be taken should an incident occur. There may be a general Plan for all the schools in the district; however, the Plan will address the specific roles and responsibilities for individual schools or locations where food is served.

– Biosecurity for School Food Service and the U.S. Department of Agriculture, “A Biosecurity Checklist for School Food Service Programs,” March 2004 version, as amended and supplemented, as New Jersey’s Biosecurity Policy for Child Nutrition Programs.

B- HANDLING A CRISIS

- 1- An evacuation plan will be clearly posted in each school. An evacuation plan for each school is attached.
- 2- Entry points will be clearly marked for first responders. Entry points for all school locations are attached.
- 3- Invoices for all food and supplies purchased will be kept at the Food Service Director’s office in a fireproof file cabinet.
- 4- All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for foodservice will be kept at the Food Service Director’s office. Originals will be filed at the Board of Education in the Business Administrator’s office. This will help when tracking food ingredients and consumption.
- 5- Should food be found unfit for consumption or a recall occurs, the Food Service Director will be contacted immediately. All products will be located and removed from service. The FSD will designate an area for storage. The FSD will make the necessary arrangements for the removal of contaminated or recalled food. The proper authorities will be called as necessary.
- 6- A contact list of all foodservice suppliers will be kept by the Food Service Director, Foodservice Biosecurity Team Leader and the 2nd and 3rd Foodservice Contacts.
- 7- If the water source is suspected to be contaminated, the local health department and water department will be contacted.

- 8- All schools will always have in stock at least one 12 ounce serving of water for all students and staff enrolled in the building.
- 9- All schools will have at least one meal, per student and staff enrolled in the building, which does not require cooking or refrigeration.
Breakfast: Cereal, Canned Juice, Graham Crackers, Non-Fat Dry Milk
Lunch: Peanut Butter/Sun butter, Jelly, Crackers, Canned Fruit, Canned Juice and Fruit/Grain Bar
- 10- If electrical power is out, schools will use items in refrigerators and freezers that pose no food safety danger. Each building manager will be certified in Sanitation so that they are aware of foods that are safe to serve.
- 11- A "Biosecurity Report Form" will be completed by the Food Service Director or Foodservice Biosecurity Team Leader whenever anyone throughout the district receives a threat or observes or suspects product tampering. "Biosecurity Report" form is attached.
- 12- The HAZMAT unit will be contacted by the Food Service Director or Foodservice Biosecurity Team Leader if there is any suspicion that the airflow is contaminated with biological or other contaminants.

BIOSECURITY REPORT FORM

Date:	
School:	
Time Report Rec'd:	
How Was Report Rec'd: (E.g.: <i>phone, e-mail, fax...</i>)	
Who Made Report:	
Reporter's Contact Info. Address: Phone Number: E-Mail:	
Describe Report:	
Actions Taken:	
Additional Comments:	

SIGNATURE VERIFICATION: _____



DATE: _____

C-CHOOSING SUPPLIERS

- 1- Food and other foodservice supplies will be purchased from reputable dealers.
- 2- A contact list of all foodservice suppliers will be kept by the Food Service Director, Foodservice Biosecurity Team Leader and the 2nd and 3rd Foodservice Contacts. This list is attached.
- 3- A copy of each supplier's Board of Health Certification or licensing will be kept on file by the Food Service Director.
- 4- All food suppliers will deliver food with a tamper proof seal. Food items will be matched to an invoice by the receiving person.
- 5- If a product is received with a broken seal, it will be rejected and returned.
- 6- Unscheduled deliveries will be rejected or returned unless advance notification is provided.
- 7- Suppliers will provide the school with any HACCP or Biosecurity measures that may be in place.
- 8- All suppliers will sign an agreement that they will comply with our Foodservice Biosecurity Management Plan. Agreement form is attached.

**Biosecurity Agreement Form
Foodservice Supplier**

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the

_____ School District

Foodservice Biosecurity Management Plan. I have read the plan and understand all the requirements stipulated for foodservice suppliers.



FOODSERVICE COMPANY NAME: _____

REPRESENTATIVE'S NAME (Print): _____

REPRESENTATIVE'S TITLE (Print): _____

REPRESENTATIVE'S SIGNATURE: _____

DATE: _____

D-RECEIVING/INSPECTION

- 1- Doors at loading docks will be closed and locked when not in use.
- 2- A Food service employee will be assigned to verify and receive food shipments and supplies.
- 3- During after business hours the head custodian on duty will be the authorized person to verify and receive deliveries.
- 4- Deliveries will be verified against an invoice and/or order sheet.
- 5- All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form". Form is attached.
- 6- Suppliers will be required to keep delivery trucks on the school premise locked when not being loaded or unloaded.
- 7- Deliveries from any unknown source will not be accepted.
- 8- Food service personnel will be trained to identify packaging that is unacceptable.
- 9- Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
- 10- Any food item delivered that was not part of the original order will be rejected.
- 11- The person inspecting and receiving product will sign his or her name to invoice.
- 12- Suppliers will be notified of the school's policy for receiving.
- 13- The Food Service Director and Foodservice Biosecurity Team Leader will be notified immediately if product tampering is suspected in any delivery.

- 5- Any bulging or leaking cans will be discarded properly.
- 6- The FIFO (first “In” first “Out”) method of inventory will be practiced.
- 7- All chemicals will be stored away from food and other food related supplies.

G-HAZARDOUS CHEMICALS

- 1- Hazardous chemicals will be stored away from food storage areas.
- 2- “Material Safety Data Sheets” will be readily available for food service staff.
- 3- Employees will be trained to use chemicals properly.
- 4- Manufacturers' instruction for use of hazardous chemicals will be followed.
- 5- Employees handling hazardous chemicals will be trained to monitor inventory of usage on a daily basis. An inventory of hazardous chemicals will be maintained by the foodservice department monthly. Unusual usage discrepancies will be investigated by the Food Service Director immediately.
- 6- Emergency contact and medical information regarding each food service employee will be kept in the event of chemical exposure.

H-FOOD SERVICE EQUIPMENT

- 1- Employees will be instructed to look for signs of wear, tear and tampering before operating equipment.
- 2- All equipment will be kept sanitized and clean to sight and touch.
- 3- Food slicers will be sanitized between each specific task.
- 4- An emergency supply of disposable paper goods, sufficient to serve at least one day of District meals, will be in stock at all times. These will be used in emergency cases such as when trays or utensils are contaminated.

FOODSERVICE TRANSPORTATION EQUIPMENT

- 1- A school vehicle will be purchased if necessary, solely for the use of transporting food and food supplies.
- 2- When not in use, the vehicle will be locked at all times.
- 3- The vehicle will be kept in a locked and secure area during hours of non-operation.
- 4- The driver will be trained to conduct a thorough inspection each day to assure the vehicle has not been tampered with.
- 5- The inside of the vehicle will be periodically sanitized.
- 6- Food items will be transported in sealed units.

I-FOODSERVICE PERSONNEL

- 1- A daily sign in sheet for all foodservice staff will be maintained.

- 2- Food service employees will wear a uniform and nametag/ID that clearly identifies them as school foodservice employees.
- 3- Food service personnel files will be kept in a secure and confidential area by the The Catholic Academy of Sussex County Human Resource Department.
- 4- Prior to hiring, a background check will be performed on all food service applicants.
- 5- Food service personnel will be required to have a health check prior to hiring.
- 6- All personal belongings will be kept in an area separate from the work area.
- 7- Hands will be washed, and gloves will be worn at critical points.
- 8- All visitors and any unauthorized person must report to the main office before entering any foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge".

J-FOODSERVICE /FOOD PREPARATION AREAS

- 1- Access to central controls for airflow, HVAC, water systems, electricity, and gas within the foodservice area will be restricted to all people except the head of maintenance and head custodian in each building.
- 2- All emergency exits and self-locking doors that can only be opened from the inside will contain alarms.
- 3- All doors, roof openings, vent openings and outside refrigeration/storage units will be locked at all times. Windows will be locked after hours of operation.
- 4- One authorized employee will be present in the food service area during all operating times.
- 5- All ingredient packages will be inspected prior to use for possible tampering or discoloration of food.
- 6- The foodservice will not permit any outside foods and/or medications from students, school staff or foodservice employees to be stored in the foodservice area.
- 7- The Food Service Director or Foodservice Biosecurity Team Leader will be notified of any suspected contaminated food or foodservice products and will designate an area for storage.

8-All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for foodservice will be kept at the Food Service Director's office. Originals will be filed at the Board of Education in the Business Administrator's office. These procedures will help when tracking food ingredients and consumption.

- 8- The food service area will not be used for "special events" unless a member of the food service staff is on the food service premise.
- 9- All foodservice areas including salad bars, condiment stations, receiving docks, outside storage and solid waste disposal areas will be continuously monitored for any signs of suspicious activity or unauthorized entry by all foodservice staff and the Foodservice Biosecurity Management Team.

K-OUTSIDE the SCHOOL BUILDING

- 1- The outside area used for receiving will be well lit. Lights will be on at dusk and, if necessary, when foodservice employees arrive for work in the morning.
- 2- School security will monitor school property daily, including the entry of all vehicles on school property.

L-WATER & ICE SUPPLY

- 1- The ice-making equipment will be restricted from non-food service personnel.
- 2- The drains and water lines in the food production areas will be periodically monitored for tampering.
- 3- Bottled water will be always kept on the premises as an alternate source of water.
- 4- Water and ice will be tested periodically to ensure safe quality. Food Service Managers in each building will be trained on procedures for testing water and ice. Our local water department will be contacted for assistance in training.
- 5- The local water department and/or the State of New Jersey Water Quality Department (609-292-4543) and/or the Environmental Protection Agency (202-260-2090) will be notified immediately if the public water supply might be unsafe to drink or use.

M-GENERAL SECURITY

- 1- All job candidates (permanent and substitutes) must pass a background security check prior to hiring.
- 2- Random inspections of foodservice employees' lockers will be conducted by the Food Service Director and/or the Foodservice Biosecurity Team Leader.
- 3- All foodborne illnesses will be reported on the "Foodborne Illness Incident Report" form located in our HACCP Manual.
- 4- All computer systems are protected with passwords, network firewalls and an effective virus detection system.
- 5- Emergency alert systems will be tested by the main office.
- 6- All visitors and any unauthorized person must report to the main office before entering any foodservice area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.
- 7- A list of current employees who have keys or access to keys will be maintained on file, along with a list of what the keys are used for.
- 8- Upon the notification, dismissal or resignation of an employee they will be required to relinquish their identification badge and any keys if applicable. They will be required to sign and date a form indicating the items returned to the district.
- 9- All truck drivers and delivery personnel will be required to show identification at the receiving area. All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form".
- 10- All areas of food service will be monitored for any signs of suspicious activity or unauthorized entry.

N-HANDLING MAIL & MONEY

- 1- All mail for the food service department will be processed through the main office in each building and placed in a mailbox marked for "Food Service".
- 2- All incoming mail from private mail services such as UPS, FedEx, etc. will be delivered to the Board of Education office. It will be sorted and delivered to proper locations.

- 3- Mail handlers will be trained to recognize and handle suspicious mail prior to delivery.
- 4- All mail will be opened within the confines of the Food Service Director's office or the Food Service Manager's office. This procedure will eliminate the risk of contaminated mail being opened and contaminating the food or food service area.
- 5- All money transactions will be handled at the registers.
- 6- Cashiers will wash hands after handling money and prior to preparing, serving or handling foods service equipment.
- 7- Deposits of daily money will be counted in the office of the Food Service Director and/or the Food Service Manager. Money will not be counted or handled on the surface of any food preparation area.

O-TRAINING

- 1- All food service employees will be trained regarding the Foodservice Biosecurity Management Plan. They will be required to sign an attendance form on the day of the training.
- 2- Each food service employee will receive a copy of the Biosecurity Management Plan.
- 3- Foodservice employees will be trained to:
 - Prevent accidental contamination of food
 - Know and recognize “adulteration”
 - Recognize any sign of possible product tampering, deliberate and intentional product contamination or any other breach in the food security system.
- 4- Food service employees will be trained to properly handle money and mail.
- 5- Food service employees will be trained on the procedure to properly report any situation or incident that violates a breach in the Foodservice Biosecurity Management Plan.
- 6- Food service employees will be trained in food safety and the school's foodservice biosecurity procedures before they start working, so that they can recognize threats to security and respond to a crisis if necessary.

P-PLAN MAINTENANCE

- 1- A "Biosecurity Self-Inspection Checklist" will be implemented. The Foodservice Biosecurity Team Leader and the Food Service Director will use this checklist to inspect outside and inside foodservice areas, food production areas, food storage areas, shipping and receiving areas, water and ice supply, mail handling, and personal/locker areas. They will report their findings to the Foodservice Biosecurity Management Team. The “Biosecurity Self-Inspection Checklist” will contain the date, time, name of inspectors and all corrective action recommendations. The inspection will remain on file with our “Foodservice Biosecurity Management Plan”. The "team inspectors" will be rotated. “Checklist” form is attached.
- 2- The Foodservice Biosecurity Management Team will summarize items that require follow-up from the “Biosecurity Self-Inspection Checklist” onto the “Monitoring Schedule” The Food Service Director and the Biosecurity Team Leader will be responsible for insuring that the “Monitoring Schedule” is completed by the dates specified. “Monitoring Schedule” form is attached.
- 3- The Foodservice Biosecurity Management Plan will be reviewed and updated annually.

Biosecurity Self-Inspection Checklist

DATE: _____ TIME: _____



INSPECTORS: _____

BIOSECURITY ITEM:	SATISFACTORY:	UN-SATISFACTORY:	RECOMMENDATIONS:
A-1 Communication			
B-1 Evacuation plan			
B-2 Marked entry points			
B-3 All Invoices in FSD office			
B-4 Prod. Rec./Inv. Rec in FSD office			
B-5 Recalled products are removed			
B-6 List of Suppliers avail to Team members			
B-7 Contact Health dept. if suspicious of water supply contamination			
B-8 1 12 oz. water per student and staff			
B-9 1 meal per student and staff (no cook)			
B-10 Use of foods when power is out			
B-11 Biosecurity report completed whenever there is a threat			
B-12 Hazmat notified when suspect air is contaminated			
C-1 Approved vendors used only			
C-2 Vendor list attached			
C-3 Vendor's BOH cert. On file			
C-4 All items matched to invoice. No tamper evident.			



C-5 Tamper evident products are rejected.			
C-6 Unscheduled deliveries rejected			
C-7 Vendor's HACCP plan on file			
C-8 All vendors sign Agreement form.			
D-1 Loading dock doors are kept locked.			
D-2 Assigned employee will verify deliveries.			
D-3 Only head custodian			
D-4-Deliveries verified against order & invoice			
D-5 Delivery staff sign in at FS Dept.			
D-6 Delivery staff keep trucks locked			
D-7 Unauthorized deliveries			
D-8 Personnel will be trained to identify unacceptable packaging			
D-9 All items should delivered in a sealed container.			

D-10 Any item delivered which was not part of original order will be rejected.			
D-11 Person inspecting and receiving delivery will sign invoice.			
D-12 Vendor's have been notified of school's policy.			
D-13 Biosecurity Team Leader will be notified immediately if tampering is			
E-1 All food storage areas are locked when workers are not present.			
E-2 FSD has on file a list of al personnel who have keys to food storage areas.			
E-3 Delivery personnel are monitored by cafeteria staff.			
E-4 Only food service staff allowed in storage areas unsupervised.			



E-5 Storage Lock Security Form is being used monthly and filed.			
F1 All refrigerators and freezers will have visible thermometers.			
F-2 Refrigerators and freezer alarms will be kept in working order.			
F-3 Leftover foods will be labeled with date and product.			
F-4 Unlabeled foods will be discarded.			
F-6 FIFO method of inventory will be used.			
F-7 All chemicals are stored away from food supplies.			
BIOSECURITY ITEM	SATISFACTORY	UNSATISFACTORY	RECOMMENDATIONS
G-1 Hazardous chemicals are stored away from food supplies.			
G-2 MSDS sheets are readily available for food service staff.			

<p>G-3 Employees will be trained to use chemicals properly.</p>			
<p>G-4 Manufacturer's instructions will be followed.</p>			
<p>G-5 Inventory of hazardous chemicals will be maintained by the food service monthly.</p> <p>H-1 Employees will look for tampering of equipment</p> <p>H-2 All equipment will be sanitized.</p> <p>H-3 Food slicers will be sanitized between each task.</p> <p>H-4 Emergency supplies of paper goods are sufficient for one day.</p> <p>I-1 Food service staff will sign a daily time sheet.</p> <p>I-2 Employees will wear a uniform which clearly identifies them as The Catholic Academy of Sussex County employees.</p> <p>I-3 Food service personnel files are kept a The Catholic Academy of Sussex County Human Resource Department.</p> <p>I-4 Criminal background check is done all employees.</p>			

<p>I-5 Any employee who is sick is not working.</p> <p>I-6 Personal belongings will be kept separate from the food service area.</p> <p>I-7 Hands will be washed and gloves worn at critical areas.</p> <p>I-8 All visitors and unauthorized persons should sign in at the main office.</p> <p>J-1 Only the head custodian and maintenance people should have access to the HVAC, water systems, electricity and gas within the food service area.</p> <p>J-2 All emergency exits will have alarms.</p> <p>J-3 all doors, roof opening, vent openings and outside refrigeration units will be always locked. Windows are locked after hours of operation.</p> <p>J-4 One authorized employee will be present in the food service area during all operating times.</p> <p>J-5 All food packages will be inspected prior to use for possible tampering.</p> <p>J-6 Foodservice will not permit any outside foods or medications from students, staff or employees to be stored in the foodservice area.</p>			
---	--	--	--

<p>J-7 Biosecurity Team leader will be notified of any suspected contamination of food.</p> <p>J-8 All production records have HACCP, recipe and brand information. Inventory records are maintained monthly.</p> <p>J-9 Food service area will not be used for special events unless a member of the food service staff is on duty.</p> <p>K-1 Receiving area will be well lit.</p> <p>K-2 School security should try to monitor school property.</p> <p>L-1 Ice making equipment is restricted from non-food service employees.</p> <p>L-2 Drains, and water lines are being checked periodically for tampering.</p> <p>L-3 Bottled water is always kept on premises as an alternate water source.</p> <p>L-4 Water is tested periodically.</p> <p>L-5 Health Department or local water department will be contacted if the water supply appears unsafe.</p> <p>N-1 All mail for food service will go through the main office.</p> <p>M-2 Mail handlers will be trained to recognize suspicious mail.</p> <p>M-4 All food service mail will be opened in the FSD office only.</p> <p>M-5 All money transactions take place at the registers.</p> <p>M-6 Cashiers will wash hands after handling money.</p> <p>M-7 Daily monies will be counted in the FSD office only.</p> <p>O-1 All food service personnel are trained in the Biosecurity Plan.</p>			
--	--	--	--



**MONITORING SCHEDULE
For Biosecurity Checklist Follow-Up Action**

Biosecurity Item# To Monitor or Follow-Up:	Planned Date for Completion?	Who is Responsible?	Results of Follow-Up:	Actual Date of Completion:	Check (✓) When completed



K. Active shooter situation

Individuals must be prepared to deal with an active shooter situation before law enforcement officers arrive on the scene.

Response

1. If the presence of an active shooter/intruder is confirmed or suspected. Immediately initiate lockdown procedures and notify the main office.
2. Upon being notified of a possible active shooter, the principal or designee will immediately communicate a building wide lockdown according to district lockdown procedures (See Lockdown Annex).
3. The principal will direct that 911 be called and emergency services requested. The caller should be prepared to give the following information:
 - a. Name and exact location of school
 - b. Description of emergency and if any occupants have been evacuated.
 - c. Number and description of suspects
 - d. Suspect identity if known
 - e. Type of weapons
 - f. Type, description, and location of any known or suspected explosive devices.
 - g. Where suspect(s) were last seen.
 - h. Any comments made by the suspect(s)
 - i. Location of victims (injured and non-injured)
 - j. Actions taken by on-site security and/or law enforcement.
4. Lockdown will remain in effect until the appropriate lockdown conclusion announcement is made or until police escort the class from the building or delivers other directions personally
5. The principal may assign a staff member to maintain communication with classrooms and monitor status if safe to do so.
6. Allow emergency responders to control the scene upon arrival.
7. If safe to do so, assign staff to meet with and brief first responders.
8. Ensure any buses enroute to the school are redirected to a predetermined location.
9. When safe to do so, notify the school President or Principal and coordinate parent/community notification.

As the situation develops, it is possible that students and staff will need to use more than one option. During an active shooter situation, staff will rarely have all the information they need to make a fully informed decision about which option is best. While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives.

Lockdowns are considered the best option in many cases however, if students or staff are unable to lockdown, there are three basic options: run, hide, or fight.

Run

If it is safe to do so for yourself and those in your care, run out of the building and far away until you are in a safe location.

- Leave personal belongings behind.
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs.
- Avoid elevators.
- Call 911 when safe to do so; and
- Let a responsible adult know where they are.

Hide

If running is not a safe option, hide in as safe a place as possible.

- Students and staff should hide in a location where the walls might be thicker and have fewer windows.
- Lock the doors.
- Barricade the doors with heavy furniture.
- Close and lock windows and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices.
- Remain silent.
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room);
- Use strategies to silently communicate with first responders, if possible, for example, in rooms with exterior windows make signs to silently signal law enforcement officers and emergency responders to indicate the status of the room's occupants; and
- Remain in place until given an all clear by identifiable law enforcement officers.

Fight

If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger may consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, and chairs.

While talking to staff about confronting a shooter may be daunting and upsetting for some, they should know that they may be able to successfully take action to save lives. To be clear, confronting an active shooter is never a requirement in any school employee's job description; how each staff member chooses to respond if directly confronted by an active shooter is up to him or her.

Recovery

1. After the situation is under control, occupants of the building may be evacuated to an alternate site for family reunification (see Parent/Guardian Reunification Annex.). Evacuation may happen room by room after law enforcement clears the building.
2. Staff and students shall evacuate the building as directed by law enforcement to designated evacuation locations. Staff members should take attendance and prepare to board buses for transport to reunification locations.
3. The CSA or designee shall activate the parent/media notification protocols and direct parents to the reunification site.

Note: All media releases shall be coordinated and approved in coordination with law enforcement.

4. The principal shall direct the transportation coordinator to arrange for transportation of staff and students to the reunification site.
5. The principal or designee shall activate the district crisis response team and notify area mental health agencies as appropriate.
6. In consultation with law enforcement the CSA will determine when school activities may resume.

Note: The school is a crime scene and will require a thorough search and processing. Do not move or remove anything.

7. Complete all necessary reports and conduct a debriefing at the earliest opportunity.

L. Lockdown

See Also Lockdown Annex

LOCKDOWN PROCEDURES

To commence the appropriate response:

Staff member will initiate the Lockdown by simultaneously saying “Lockdown, Lockdown, Lockdown” via the school's Public Address (PA) system and two-way radios.

The word “drill” will not be utilized during announcements to initiate emergency responses.

Every announcement should be treated as an actual event until notified by the appropriate conclusion message or until notified by security personnel or law enforcement personnel with further instructions.

As part of the School Safety Plan, all rooms, offices, closets, and storage areas should be locked and interior windows covered when not in use.

- School radios will be utilized on channel 3 for emergency situations or when privacy is required.
- All bells and alarms should be ignored during a lockdown unless signs of fire are observed in the immediate vicinity of your location resulting in the imminent need for evacuation.

An administrator will direct someone to call the police (911) while he/she notifies other members of Emergency Response Team. Attempt to ascertain as much information concerning the situation as is safely possible such as number and description of intruders, how they are armed, how many hostages there are (if any), the exact location of the threat, types of demands (if any), any injuries or casualties, as well as their location. Principal should notify the School President or Principal as soon as possible of the action being taken.

1. Individuals in the building who are near or in a room shall conduct a visual check of the area immediately outside the room for persons.
2. After conducting the visual check, lock/secure classroom and office doors immediately. Cover windows visible from the hallway, turn off all lights, Smartboards, computer monitors and move to the safe area keep out of sight. If practical, move all personal belongings out of sight. Exterior window shades should be open, unless external threat is known.
3. Those outside a classroom, if not able to immediately get into a classroom, should go to the nearest lavatory. Once in the lavatories, sit on the toilet and place your feet against the

door to make it appear locked. Cover sensor for automatic flushing toilets. Cellular telephones should be silenced.

4. Move to safety away from doors and windows. Keep out of sight.
5. Permit no one to enter or leave the room. Do not open your door for any reason until an "all clear" is given via the school's proper protocol. In the event of a breach of the room, be prepared to defend yourself by any means necessary.
6. Prepare a list of those present and those out of the room with passes. Also, list anyone else present, who is not usually in the room during that period.
7. Ignore all bells until further notice. During a "lockdown", the bell system will normally be disabled. However, as this may not be immediately possible, please disregard all bells until the appropriate (2 Tier) lockdown conclusion announcement is made or until Police escort the class from the building or deliver other directions personally.
8. Lockdown will remain in effect until the appropriate (2 Tier) lockdown conclusion announcement is made or until Police escort the class from the building or delivers other directions personally. Further instructions may come after the two (2) tier announcement.
9. Activity outside the building – An announcement will be made via the outdoor PA system and two -way radios that the school is in a Lockdown. Teachers will remain outside and secure their class in a safe location until further instructions.

Please have cell phones available if possible (silent mode). A list of cell phone numbers titled "Crisis Management Cell #'s has been created, and Blackboard Connect is available and may be utilized to contact staff members if, computers, PA system or other means of communication are not available due to safety concerns or other issues.

Gymnasiums should go to the locker rooms.

Team rooms should stay in place and lock the doors.

Cafeteria move students into the kitchen area and lock the doors.

If outside a classroom go to the nearest classroom or office and take refuge.

If you are in one of the bathrooms, sit on the toilet and place your feet against the door to make it appear locked.

At the conclusion of a Lockdown/Drill- Once a "Lockdown" is complete, an administrator will announce over the PA system the following message. "The Lockdown is now complete" followed by a second Main Office administrator stating, "The Lockdown is now complete, with day date, and time". If you hear anything other than the above message, remain in a lockdown until either the correct message is given, or law enforcement and/or security unlock your door with further instructions.

M. Evacuation

Pope John XXIII Regional High School Off-Site Evacuation Procedures

Pope John XXIII Regional High School off-site evacuation locations will be the following:

- A) Perona Farms (if no immediate busing is available).
- B) Sussex County Community College

If an off-site evacuation must occur, the following procedure will be followed:

- 1) The fire alarm will sound, or an announcement will be made to evacuate the building. This will be done following the regular Evacuation procedures.
- 2) Before notifying the bus companies, the off-site location must be chosen
- 3) The bus companies will be notified by the Transportation Coordinator of the evacuation and will respond to the school immediately.
 - i) All buses will respond to the school according to predetermined routes.
 - ii) Buses will pick up students at on-site evacuation locations
- 4) The buses will stay in the roadway, and the students will be escorted to the bus with no less than two teachers boarding each bus with the students. This procedure is for the safety of the students once they arrive at the designated evacuation site.
- 5) Evacuation site contacts will be notified by the Principal or Designee of the evacuation, due to traffic control issues. EMS will be called to be stationed at Staging area if available.
- 6) The following individuals will remain on-site to assist as the liaisons between emergency personnel and the school: Security, Principal, Principal's Secretary, and Head Custodian.
- 7) Students and staff will not be allowed to take their own vehicles. Everyone must board a bus unless it is clearly stated in the plan or told otherwise at the scene.
- 8) Assistant Principals, Director of Guidance, all Supervisors, all Counselors, and all teachers will report to the Designated Evacuation Site. At the site the regular chain of command is in effect.

9) Multiply Disabled/Medically Fragile Students:

WILL NOT BE TRANSPORTED TO THE DESIGNATED OFF-SITE LOCATION.

During the event of an actual evacuation, Multiply Handicapped and Medically Fragile Students will be transported to the nearest hospital where their medical needs can be cared for. Arrangements must be made by their parents and/or Guardian for the children to be picked up at the hospital.

Immediate arrangements for transportation to the Hospital will be made by the Director of Special Services as soon as it is determined by any staff member that it is in the best interest of the child or children.

While awaiting transportation and during inclement weather, students will utilize predetermined on-site buildings or shelter as a means of shelter against the elements. If available, each student should have at least one teacher, or one aid, or one case manager assigned to them during the event that will stay with them throughout the duration of same.

School Nurse will provide a weekly list of these student's transportation needs to the Director of Special Services so bussing needs can be met in a timely manner.

Special Education students, that do not have specific transportation needs or require transportation to the Hospital, will be transported to the off-site location with the school's general population as a class (when feasible) with at least one special education teacher assigned to them.

The student's Case Manager will be responsible for making the parents aware of these procedures.

10) The Parent/Guardian Reunification Plan will be activated according to Parent Guardian Reunification Annex.

11) Radio stations will be notified of the evacuation. (Board Office)

Pope John XXIII Regional High School

On-site Evacuation Procedures

See also Evacuation Annex

On-site Evacuation Procedures

- 1) All classrooms are to follow their Evacuation Drill Exit Maps.
- 2) One administrator or designee will be posted at the front of the school near the driveway entrance as a temporary command post, once emergency personnel are on the scene, the command post may be moved as per law enforcement or fire department direction. The administrator or designee will remain at the command post. Transportation personnel will also report to temporary command post and remain with an administrator.
- 3) Designated Main office personnel will bring daily sign out sheet and “Emergency Go Bag” with them.
 - a. Teachers are responsible for bringing their class roster sheets, so that attendance can be taken, as well as the attendance confirmation cards. Attendance confirmation card will be held up for attendance purposes
 - b. Green –all students present
 - c. Red-missing or too many students
 - d. All students will take their immediate belongings with them to the Field. (No students will be permitted to go to their locker to retrieve personal property.)
- 4) Nurses will respond to designated Field to assist those in need of medical attention.
- 5) Teachers are to take their classes to the appropriate location on the field which has been designated as their staging area.
 - a. Your classroom map will indicate which Field is your class area, as well as which area of the Field is yours. The Fields will be divided up into colors.
 - b. Do not walk students into front driveway, remain on sidewalk while walking to staging area.
 - c. During an evacuation, the condition of the fields may require the staging areas to remain in the parking lots, this will be determined by administration.
 - d. During this process, stay away from all vehicles on the grounds.
- 6) Once in the staging area, teachers are to line students up in single file to expedite the attendance process, then hold up the appropriate attendance card. No students will be permitted to go to their vehicles at this time.

- 7) Red cards will have a designee respond to their area to assist teacher in reconnecting with missing students. Extra students will also be taken to their correct teacher.
- 8) Students in the halls or the lavatories are to go out with the closest classroom; they will be relocated to their proper classroom once outside. Students who do not have a designated classroom shall meet with nearest classroom and advise the teacher of their presence.
- 9) Guidance Counselors and the Child Study Team will assist as the designated runners by helping locate all missing students.
- 10) Teachers and staff members not assigned to a class or a duty will assist as necessary.
- 11) Listen for further instructions from administration as to when to re-enter the building, or to begin the off-site evacuation.

N. Bomb Threat or Incident

Bomb Threat Principles

Pope John XXIII Regional High School is committed to safeguarding employees and students from harm by dealing safely and systematically with bomb threat incidents. Standardized written procedures outlining the action to be followed by Administrative Staff and employees must be kept readily available at each work site. District Administrative Staff must review the procedures with their staff on an annual basis and ensure that key personnel maintain an ongoing state of readiness with respect to a bomb scare incident.

The bomb threat guidelines reflect the following district priorities in the order given:

1. Maximizing employee and student safety; and,
2. Minimizing educational disruption.

Bomb Threat Guidelines

1. Receiving the Threat
 - a. Call taker should utilize a check sheet (NJSP Hostile Threat Checklist)
 - b. NJSP Hostile Threat Checklist will be placed next to all telephones receiving outside calls.
 - c. Call taker should take notes
 - i. Listen closely for accents, speech patterns, changes in voice, etc.
 - ii. Listen for background noise to include computer generated voices, other people talking, keyboard typing, random noises. Keep the caller talking as long as possible.
 - iii. Attempt to get the caller to remain on the line and obtain as much information as possible.
 - iv. Capture # on caller ID
 - v. Note time and on which line
 - vi. Get the attention of other staff members
 - vii. Once the call is terminated, the staff member should immediately note all details in writing.
2. Immediately contact school administrator on site of threat and contact 911.
3. Have the call taker brief the administrator and first responding officer.
4. Assemble the School Assessment Team
 - a. School Administrator
 - b. Teacher
 - c. SAC/Counselor

- d. Local Law Enforcement
 - e. Custodian / Building & Grounds Supervisor
 - f. SRO or School Security
 - g. Transportation Coordinator
5. Have the School Assessment Team assess the threat and categorize it as Low, Medium or High. (FBI Classification of Threat Risk Levels). Based on the assessment a decision shall be made to Evacuate, Shelter in Place, or no aggressive action.
 - a. Shelter in Place – See Shelter in Place Annex
 - b. Evacuation – See Evacuation Annex. (If assessment indicates the need to evacuate or relocate students/employees a sweep of routes and evacuation points must be conducted to ensure that individuals are not moved or through the threat.
 - c. No Aggressive Action Taken
 - i. A search of the entire building shall be conducted.
 - ii. Command will continue to monitor the situation and all intelligence provided.
 6. The school administrator in consultation with law enforcement will decide to relocate the students to a reunification site. This shall be based on:
 - a. The Assessment of the Threat
 - b. Response time of additional first responders (Bomb Squad/K-9 Teams)
 - c. Availability and response time of school buses
 - d. Time of day
 - e. Weather conditions
 7. Establish Incident Command and Command Post
 - a. Incident Command will be the senior on-site school official
 - b. If any suspicious/suspected device is located, Incident Command will be Law Enforcement
 - c. Ensure the Command Post is cleared and safe.
 8. Communicate to Staff covertly of the situation and have a mechanism to report any suspicious activity to Command. Recommendation: “Please do a visual check of your assigned area.”
 - a. Staff shall monitor the behavior of their students for any abnormal behavior.
 - b. Conduct a visual check of their area of responsibility
 9. Search of the building, property, and evacuation routes/location:
 - a. Establish search teams (including custodial staff, security staff, etc.) and search completion list
 - b. Each search team should include a member of law enforcement.

- c. Start on the outside and work inward
 - i. Quick and complete scan of workplace
 - ii. Divide room into various levels
 - iii. Visual sweep objects on the floor or items built into the wall up to waist level.
 - iv. Scan the room from waist to chin height.
 - v. Scan the room from top the head to the ceiling, including air ducts, windows and light fixture
 - d. When inside of building, start at bottom and work up.
 - e. Search teams should work towards one another.
10. If a suspicious item is located, DO NOT TOUCH OR MOVE ANY SUSPICIOUS ITEM. Move people away from the potential hazard and report immediately to Incident Command and Law Enforcement. The bomb squad will be notified and briefed immediately upon discovery of any suspicious items.
- a. Command will:
 - i. Ensure that area is secure and clear of personnel
 - ii. Notify Search teams
 - iii. Ensure that all first responders are briefed
11. Use of radios is permitted. Limit time on/near target when transmitting.
12. Assign a staff member to review video of the last 24 to 48 hours.
13. No one is permitted back into the building until authorization is given by the Incident Commander.
14. Only law enforcement may issue statements or press releases.
15. A Post Incident Debriefing shall be conducted with the School Administration and law enforcement within one week of the incident.

BOMB THREAT—TELEPHONE PROCEDURES
Please try to note and record the following during a bomb threat:



New Jersey State Police Hostile Threat Checklist

*Have someone call 9-1-1
from another line*

QUESTIONS TO ASK:

Bomb Threat

1. What kind of bomb is it?	How many?
2. What does it look like?	Where is it?
3. Did you place it?	When?
4. When/How will explode?	Why is it there?

Active Shooter

6. Where is the shooter?	How many?
7. What kind of weapons?	How many?
8. Description of shooter(s)?	
9. *What is your name/address?	

EXACT WORDING OF THE THREAT:

Number/Address of call origin/Caller ID display:

Time: _____ Date: _____

Number call received at (*Main # not ext.*):

S.P. 124D (01/16)

CALLER'S VOICE:

_____ Calm	_____ Crying
_____ Angry	_____ Laughter
_____ Excited	_____ Rapid
_____ Sturred Lisp	_____ Nasal
_____ Slow	_____ Stutter
_____ Accent	_____ Male Adult
_____ Female Adult	_____ Juvenile
_____ Familiar	_____ Known
_____ Robotic Automated	_____ Masked
_____ Disguised	

BACKGROUND SOUNDS:

_____ Clear	_____ Motor
_____ Static	_____ Voices
_____ Music	_____ Animals
_____ Office Equipment	_____ Commercial Equipment
_____ Street Noise	_____ House Noise

THREAT LANGUAGE:

_____ Well Spoken	_____ Incoherent
_____ Irrational	_____ Foul
_____ Taped	_____ Read by caller
_____ Rehearsed	_____ Mispronunciations
_____ Incorrect Names	

SWATTING INDICATORS:

_____ Claims of Hostages/Assault weapons/Rifles at location
_____ Caller's tone does not match situation
_____ Story changes/escalates during call
_____ Only one caller reporting a high profile incident
_____ Caller unable to provide specific details of surroundings
_____ Call originates from spoofed or VoIP #

O. Media Communication

During any incident or school-related situation, no staff member or teacher may provide information to members of the media. In the event of an emergency situation, the safety of Students and Staff are our primary focus. All media inquiries should be directed to the School President or Principal of Schools, Police or the Emergency Management Coordinator at the Command Post for information.

P. Shelter-in-Place

Hazard or Threat Outside of the Building:

To commence the appropriate response: Announcements will be made over the intercom or loud speaker system and simultaneously transmitted over the two-way radio system.

Example: “Attention! We are now in a Shelter- in -place; we are now in a Shelter- in- place.”

1. Secure the building’s exterior:
 - a. Close and lock all classroom/office windows and doors.
 - b. Cover all classroom/office windows.
 - c. Ensure all doors to the outside of the building are locked and secured.
2. Classes outside of the building should return inside immediately.
3. Staff may continue teaching or conducting “normal” classroom work
4. Remain in your classrooms; ignore all bells, unless otherwise directed.
5. Take attendance and document those students missing.
 - a. Immediately report any missing students to the Office or school administration.
6. Moving student(s) in the hallways are to be done as planned and escorted by staff.
7. Be vigilant of any further announcements or suspicious activity.
8. Security/Administration will check all bathrooms and escort students/staff to a safe location.

An announcement will be made when the shelter- in-place is concluded or if other emergency procedures are warranted.

Q. Reverse Evacuation

Reverse Evacuation

(Announced via PA system, Two-way Radio, or provided Cell Phone number)

Staff members exiting the building with students (example: Physical Education class, or to conduct an academic class outside, etc.) must either have:

- A Two-way Radio
- Prior to leaving the building must notify the Main Office with the following:
 - ☐ Their intended outside location.
 - ☐ A cell phone number to be contacted in case of an emergency.

An announcement will be made for any Staff Members or Students outside to immediately return and secure themselves inside the building.

- ☐ Secure the building's exterior:
 - ☐ Close and lock all classroom/office windows
 - ☐ Ensure all doors to the outside of the building are locked and secured.
 - ☐ Classes outside of the building should return inside immediately.
 - ☐ Staff may continue teaching or conducting "normal" classroom work.
 - ☐ Remain in your classrooms, ignore all bells, unless otherwise directed.
 - ☐ Take attendance and document those students missing.
 - ☐ Only in emergency situations are students allowed to leave the classroom during class.
 - ☐ Be vigilant of any further announcements or suspicious activity.

R. Student or staff member suicide or death

The loss of a school community member, be it staff or student, is a difficult situation. This manual was developed to assist building administrators and other crisis team members in dealing with the many events and possible situations that may arise due to an unfortunate loss.

This manual is organized to be as practical and useful as possible. It is structured to define the various tasks school crisis team members will need to address. It is also understood there is no set procedure or plan that will be followed lock step because each event and each school will have unique circumstances and tasks.

One thing we do ask, after an event in which this manual has been used, is that the crisis team meets to review the manual and offer suggestions for improvement to its contents.

DUTIES OF THE PRINCIPAL Crisis Response Checklist

✓ Student Roster (updated quarterly) ✓ Phone Tree

✓ Response Checklist (this document)

IMMEDIATELY

(Upon notification from family/agency)

- Verify the Death (Do not make decision or announcement until verified) ■ Family – As soon as appropriate
 - Police Department - Take ID to prove your identity
- Notify Central Office
- Contact School Crisis Management Team ■ Set meeting time
 - Delegate tasks as appropriate
- Script Message for the Staff Meeting
Be sensitive to the event and needs of the family (see sample in appendix)
 - As soon as appropriate, contact the family, asking what the family would like to be shared
 - Extend condolences
 - Obtain any pertinent information from the family to share – copy on soft colored paper
- Start School Staff Phone Tree
 - Read scripted message including time for staff meeting before or after school, whichever is soonest.
- Hold School Crisis Team Meeting
 - Suggested tasks to cover at School Crisis Team Meeting
 - Identify adult supervision for early arriving students during staff meeting ■ Identify media center and direct media to Public Relations director if needed.

DUTIES OF THE PRINCIPAL Crisis Response Checklist

Immediate Responsibilities of the Principal (cont.)

■ Delegate tasks as appropriate

■ Plan for bringing student's belongings to the family. Include: locker clean out, hall, PE, band, etc.

Remember to check if locker is shared with another student. Place belongings in an appropriate container right away.

Hold General Staff Meeting

Suggested areas to cover at staff meeting:

- Information regarding death; be as specific & clear as needed. ■ Review school procedures
 - Get copies of student's schedule
 - Have counselor visit each classroom
 - Designate specific locations for the counselors/students' support center
 - Distribute copies (or send via building email) of a statement to be read in all classes.
- Students are informed in classes, not in a large assembly or over the PA (read script verbatim) ■ Remind staff to rehearse any scripted message before delivering it to others
- Keep routines as normal as possible
 - Encourage students to stay in class
 - Students who need support are sent to counselor or student support center
 - Discourage students from leaving school
 - Plan to call parents of students who are very upset so they can be sent home, if needed. Try to keep a routine in place if possible
 - Remind staff of support services people in the area who can help adults who are affected. Be aware of the feelings of former teachers as well as current teachers. (See community resource listing) ■ S
 - Direct all news media or inquires to central office
 - Schedule end-of-day debriefing with staff & teachers (optional attendance)
 - Moment of silence, if requested, to end meeting

ONGOING RESPONSIBILITIES OF THE PRINCIPAL

- Request additional central office assistance if needed i.e., subs, clerical, additional school counselors.
- Main office/communication center
- Deal with relevant phone calls
- Be focal point for confirmed information
- Refer all news media to appointed media contact person
- Meet with Crisis Team during the school day to determine procedures for subsequent days and to debrief.
- Visit each classroom to see how staff and students are doing.

DUTIES OF THE PRINCIPAL Crisis Response Checklist

Ongoing Responsibilities of the Principal (cont.)

- Discourage any dramatization, memorial services, PA announcements, or closing the school for the funeral.
- Send copies of all correspondence/messages to assistant School President or Principal (fax or e-mail) prior to sending out.
- Determine how information will be sent home. Student hand-carry
Email
PowerSchool Blackboard Connect
- Identify parents/volunteer role.
- Plan for student remembrance, if appropriate.
- Update central office regularly.
- Update staff regularly via e-mail.

DUTIES OF THE BUILDING CRISIS TEAM MEMBERS Crisis Response Checklist

- Counselor obtains deceased student's schedule and checks on student's classes.
- Organize the library or other suitable room for a Student Support Center.
- Assist both students and staff through crisis counseling (check & monitor).
- Obtain class schedule of sibling/s of the deceased student and attend his/her classes.
- Determine:
 - Friends impacted
 - Staff who were close to student
 - Rumor control for students' well-being - attempted suicide.
- Notify administrative secretary of any necessary materials needed for the Student Support Center.
- Identify other possible support rooms as needed.
- Debrief at end of the day.
- * Work with School President or Principal to determine if student had siblings/relatives at other schools.

DUTIES OF ASSISTANT PRINCIPAL OR DESIGNATED ASSISTANT Crisis Response Checklist

- Support the principal and carry out delegated tasks that may include the following:
 - Copy the deceased student's schedule and distribute to the Building Crisis Team
 - Meet with the teachers of the deceased student and inform them of the arrangements that have been made for counselor/Crisis Team members to attend the student's classes that day.
 - Identify siblings, boyfriend/girlfriend, as well as close friends of the deceased, and distribute information to the counselors/Crisis Team. (Plan for counselors/Crisis Team members to talk to them.)
 - Notify other school support staff including coaches, librarians, cafeteria personnel, and custodial staff.
- ONGOING RESPONSIBILITIES:
 - Support the principal.
 - Be the liaison between the principal and the Crisis Team.
 - Monitor the condition of the school community.
 - Monitor the in-school Crisis Team members.
 - Monitor teachers of the deceased individual.
 - Check all extracurricular activities and notify the organizer if deceased was a participant.
- * If high school, activities director and coaching staff/booster personnel should be notified.

DUTIES OF THE ADMINISTRATIVE SECRETARY Crisis Response Checklist



- Respond to students who come to the office and direct them to appropriate personnel or location.
- Find a picture of the deceased student and distribute to staff for identification at general staff meeting, if possible.
- Prepare copies of a statement for teachers and staff – run copies on soft colored paper (color coded for class, script for parents, etc.).
- Compile and run off a class list of students, parents, and phone numbers for callers to work from.
- Meet with other secretaries in the school to: Review telephone protocol
Review the prepared statement
Determine their needs for support/relief
- Where possible, arrange for stand-by teacher to substitute for the Crisis Team members.
- Clear the principal's calendar.
- Provide food/beverages for staff/volunteers.
- Provide beverages for Student Support Center.
- Notify late or absent staff.
- Check to make sure materials listed for the Student Support Center are brought to that location (see end of Secretary Duties).
- Locate any other materials the Crisis Team members may need and deliver to the Student Support Center.
- Act as liaison for communicating information between central office and the principal when the principal is not available.
- Provided forms to staff:

· Telephone Log – (Sample Forms)

This telephone log allows a school to document phone inquiries and actions taken in responding to them. It can be particularly useful in high profile situations or instances where large numbers of people might be involved.

DUTIES OF THE ADMINISTRATIVE SECRETARY (cont.) Crisis Response Checklist

· Student Contact and Follow Up – (Sample Forms)

The use of this form is critical for documentation and follow-up. Crisis responders and school counselors should use this form to record the names of any students with whom they have had direct contact. It should include the names of students you have worked with in individual or group situations. If a student transfers to another person or location, make sure you note this in the Personal Notes section of this form. Be sure to record critical information and any unique facts that might jog your memory at later time. It is important to identify any students you feel were particularly upset by the event and will need follow-up. Crisis responders also need to make note of the name of the school person to whom the forms were submitted.

MATERIALS FOR STUDENT SUPPORT CENTER List of suggested materials:

Kleenex

Flip Chart and Holder School Passes Markers/pens/pencils Scotch Tape Masking Tape

Rolls of Paper

Sign in/out Sheet Grief Handouts

Lined Blank Pages Debrief of Event Sheet

DUTIES OF ALL SCHOOL STAFF Crisis Response Checklist

- Any staff member who has knowledge of a student's death through suicide or other cause immediately informs the principal either at home or at school. Should this contact not be possible, the staff member should call the assistant principal either at home or at school.
- Staff should contain the event as much as possible to protect the rights of the family.
- Staff should channel all communications through the principal's office.
- Staff should not contribute in any way to rumors or unsubstantiated information.
- Be sensitive to your own needs and the needs of your colleagues. Ask for or help as needed.
- Be observant and report any extreme or unusual reactions by students or staff to an administrator.
- Report any unsupervised student gatherings to an administrator so that support can be provided as needed.

DUTIES OF CENTRAL OFFICE CONTACT (THE SCHOOL PRESIDENT OR PRINCIPAL'S OFFICE) Crisis Response Checklist

- Communicate with building administrator to see what assistance is needed.
- The School President or Principals will do a site visit if needed.
- Contact the other schools in the district and notify them with accurate information (see list in Miscellaneous section).
- Upon notification from school or building, the assistant School President or Principal notifies the community (see list in Miscellaneous section).
- Ask if principal he/she wants feeder school counselors contacted for additional assistance with students.
- Review letter to parents written by principal. Principal will decide distribution.
- For smaller schools send two admin secretaries to type letters, make copies and send email.
- Send 2 additional staff members to site if needed.
- Contact the school regularly to receive updates.
- Identify any siblings at other schools and notify the school of the situation.
- Contact the Diocese of Paterson via The School President or Principal.
- Take guidance from parents as to what information to release; otherwise, be vague.
- Distribute letters.

Sample Forms

Following are sample documents with an explanation of how each can be used in the time of a crisis. Below are some general considerations when using these forms:

1. Fill out the forms as completely and accurately as time and circumstances permit.
2. Write legibly so the forms can be read by others.
3. Avoid using information that has not been verified.
4. Do not release any names until family members have been notified.
5. Crisis responders should be in place before any announcements are made to students or staff.
6. All information regarding the crisis should be released on a “need to know” basis and should follow established channels set forth in the Emergency Management Plan. Remain particularly alert to parents and media representatives who might be attempting to overhear your conversation.

1. Telephone Log

This log allows a school to document phone inquiries and actions taken in responding to them. It can be particularly useful in high profile situations or instances where large numbers of people might be involved.

2. Student Contact and Follow Up

The use of this form is critical for documentation and follow up. Crisis responders and school counselors should use this form to record the names of any students with whom they had direct contact. It should include the names of students you have worked with in individual or group situations.

If a student transfers to another person or location, make sure it is note in the Personal Notes section of this form.

Be sure to record critical information and any unique facts that might jog your memory at later time. It is important to identify any students you feel were particularly upset by the event and will need follow up. Crisis responders also need to make note of the name of the school person to whom the forms were submitted.

3. Event Debriefing – Administrator

After the crisis is overuse the form to record Crisis Management Team suggestions on how to improve protocol.

Student Name Caller Name

Date/Time

Telephone Log Concern/Question

Answer/Action Taken By

Date _____

Completed by _____

Protocol for Death of a Student or Staff Member

Student Name Caller Name

Date/Time Concern/Question Answer/Action Taken By

Date _____

Completed by _____

STUDENT CONTACT AND FOLLOW UP EVENT DEBRIEFING FORM - ADMINISTRATOR

Please indicate how each suggested activity (areas in bold) proceeded adding suggested changes/additions.

Event Recap

Time of Notification: _____

Please return to the School President or Principal's Office within one week of the event.

Sample Documents

The sample communication documents in this section are for example purposes only. It is important that crisis situations which could result in a letter home be funneled through the appropriate department. The School President or Principal will be kept informed by The School President or Principal's office.

Below are some general considerations when using these forms:

1. Fill out the forms as completely and accurately as time and circumstances permit.
2. Write legibly so the forms can be read by others.
3. Avoid using information that has not been verified.
4. Do not release any names until family members have been notified.
5. Crisis responders should be in place before any announcements are made to students or staff.
6. All information regarding the crisis should be released on a "need to know" basis and should follow established channels set forth in the Emergency Management Plan. Remain particularly alert to parents and media representatives who might be attempting to overhear your conversation.

SAMPLE DOCUMENTS AND SUGGESTED USE

1. Sample Scripted Phone Dialog for Calling Parents–Death of Student or Faculty Member This information is designed to be read aloud, word-by-word when it becomes necessary to inform the parents of a particular class about the unexpected death of a student or teacher. This approach will help ensure that parents hear the same information.

2 Sample Memo to Staff – Death of Student or Staff Member

This memo can be used to notify and inform your faculty about a loss at your school. It lists several general suggestions teachers might want to use with their students after they arrive in class. If needed, counselors and Building Crisis Team members can help teachers discuss the death with their students. It is critical that crisis responders are available and in place before any general announcements are made to groups of students. There is always the possibility of mass hysteria which would place extra stress upon the teachers and the administration and make it more difficult to get the students settled later. If after-hours or weekend notification is needed, alert your staff by using a "phone tree."

3. Sample Letter to Parents – Death of Student or Staff Member

This letter can be used to notify and inform parents about a crisis that has occurred at your school. It also provides several general strategies parents might want to use to assist their

child in coping with a crisis event. It is important that any reported factual details be as accurate as possible to assist with rumor control. A follow-up letter can be sent once funeral arrangements are known.

4. Sample Memo to Faculty – Student or Staff Suicide

When holding a faculty meeting or individually notifying staff is not practical, you will want to inform your staff with a memo as soon as the suicide has been confirmed. Attempt to

Sample Documents

Anticipate questions that might be asked and try to answer them as accurately and honestly as possible to minimize rumors. As soon as possible, a meeting with the entire staff should be held to address such issues as suicide prevention and the potential for “contagious/copycat” suicides. If after-hours or weekend notification is needed, alert your staff by using the phone tree.

5. Sample Letter to Parents – After a Suicide Death

This letter can be used to notify and inform parents about a suicide that has occurred at your school. It also provides several general strategies parents might want to use to assist their child in coping with a crisis event. It is important that any reported factual details be as accurate as possible so as to assist with rumor control. A follow-up letter can be sent once funeral arrangements are known.

6. Sample Letter to Parents – Funeral Notification of Student or Staff Member

This communication essentially relays information and allows people to arrange their schedules in case they choose to visit the family at the funeral home. This may be a second mailing since this information may not be available when the initial death notice is sent out.

1. Sample Scripted Phone Dialog for Calling Parents

The information in the following pages is designed to be read aloud, word-by-word when it becomes necessary to inform the parents of a particular class about the unexpected death of a student or teacher. This approach will help ensure that parents hear the same information.

Sample Scripted Phone Dialog for Calling Parents

Death of a Staff Member

Dial phone number “Hello”

My name is _____. I am calling from _____ School. Please do not be alarmed. Your child is all right.

We are calling all of the parents of students in (staff name)’s class. I regret to inform you that (staff name) (passed away / was fatally injured this morning while driving to work - words to fit event).



Listen

Pause for reaction Provide support if needed

Members of the Building Crisis Team will be working with our counselors and other staff members to help our students and staff deal with their feelings of shock and loss.

The students in (staff's name) class will be told / were told of about this tragic event. A general announcement will be made, and a moment of silence will be taken (when – near the end of the school day) to express our concern and sympathy regarding this loss of a member of our school.

We will notify you if your child appears particularly upset by this event. You are welcome to come to school if you feel the need. If possible, please try to have someone at home when your child arrives.

Optional:

Over the next several days you may want to make yourself available to your child to talk about what has happened and to provide reassurance. You may want to discuss what your family can do to show your concern and sympathy for the family of (staff name) as well as decide if your child should attend the wake or funeral.

A wide range of emotion might be expected and changes in eating and sleeping habits could occur.

Changes that do not seem to improve over time should be brought to the attention of the school counselor or a mental health professional.

If you have any questions or if you need to contact us for any reason, our number is _____.

Note: If necessary, consult with or ask one of the counselors or Building Crisis Team members to speak with the parent regarding specific concerns or questions.

Sample Scripted Phone Dialog for Calling Parents

Death of a Student

Dial phone number “Hello”

My name is _____. I am calling from _____ School. Please do not be alarmed. Your child is all right.

We are calling all of the parents of students in (name of teacher or class) class. I regret to inform you that (student's name) passed away/was fatally injured this morning – (work words to fit event).

Listen

Pause for reaction Provide support if needed

We have members of the school's Building Crisis Team working with our counselors and other staff members to help our students and staff deal with their feelings of shock and loss.

The students will be told / were told of his/her death at (time).

If at all possible, please try to have someone at home when your child arrives.

Optional:

Over the next several days you may want to make yourself available to your child to talk about what has happened and to provide reassurance. You may want to discuss what your family can do to show your concern and sympathy for the family of (student's name) as well as decide if your child should attend the wake or funeral.

A wide range of emotion might be expected and changes in eating and sleeping habits could occur.

Changes that do not seem to improve over time should be brought to the attention of the school counselor or a mental health professional.

If you have any questions or if you need to contact us for any reason, our number is _____.

Note: If necessary, consult with or ask one of the counselors or Building Crisis Team members to speak with the parent regarding specific concerns or questions.

Sample Memo to Staff - Death of a Student Memorandum

TO: Faculty and Staff FROM: (principal's name) RE: Loss of a Student Date:

It is with great sadness that I must inform you that we have lost a member of our school family. (Student's name) died/was killed/passed away...) At this point/I was told that/I recently learned that... (facts about death/accident – when, where, how, etc.)

The Crisis Building Team will be available to work with the staff and students from our school to assist anyone who is upset by this tragedy.

Listed below are several suggestions which may assist grieving staff and students in dealing with their feelings of loss:

- Discuss what has happened, relay relevant facts, answer questions, and attempt to dispel rumors.
- Discuss what staff and students might expect from themselves and others (i.e., grief process and individuality of process).
- Share memories and thoughts.
- Discuss ways to respond individually and as a class.
- Identify students in need of assistance and send them to the office or contact (name).

If you need assistance for your students or yourself, please contact (name).

Please be advised that I am letting you know this information in advance so you can prepare for the school day. However, to provide better support, please do not inform your students of this loss until you are notified that the Building Crisis Team is in place.

Memo to Staff - Death of a Student

TO: (School name) Staff and Students FROM: (principal's name)

RE: Accident

Date:

Teachers: Please read this to your students.

Many of you are aware that an accident occurred this morning on _____ involving ___ of our students. It is with a great deal of concern and sadness that I must inform you that one student, _____, is in very critical condition at this time. Our other student, _____, was not seriously injured and is currently at home. At this time, it would be appropriate, out of respect for the families, to not call their homes or the hospital. We will provide additional information as it becomes available. The District Crisis Team is available in the auditorium for staff and students who would like support. Teachers – please provide a pass to any student who requests one or refer students who appear to need assistance.

The accident is being investigated by the Police. The details of the accident are unknown at this time. Please discourage speculation and rumors.

We understand this will cause turmoil and confusion during this time of final exams. Let's pull together as the Sussex Academy family to help each other through this difficult period.

Memo to Staff - Death of a Staff Member Memorandum

TO: Faculty and Staff

FROM: (principal's name)

RE: Loss of Staff Member

Date:

It is with great sadness that I must inform you that we have lost a member of our school family. (Staff's name) died/was killed/passed away...) At this point/I was told that/I recently learned that... (facts about death/accident – when, where, how, etc.)

The Crisis Building Team will be available to work with the staff and students from our school to assist anyone who is upset by this tragedy.

Listed below are several suggestions which may assist grieving staff and students deal with their feelings of loss:

- Discuss what has happened, relay relevant facts, answer questions, and attempt to dispel rumors.
- Discuss what staff and students might expect from themselves and others (i.e., grief process and individuality of process).
- Share memories and thoughts.
- Discuss ways to respond individually and as a class.
- Identify students in need of assistance and send them to the office or contact (who?)

If you need assistance for your students or yourself, please contact (name).

Please be advised that I am letting you know this information in advance so you can prepare for the school day. However, to provide better support, please do not inform your students of this loss until you are notified that the Building Crisis Team is in place.

3. Sample Memo to Parents – Death of Student or Staff Member

This letter can be used to notify and inform parents about a crisis that has occurred at your school. It also provides several general strategies parents might want to use to assist their child in coping with a crisis event. It is important that any reported factual details be as accurate as possible to assist with rumor control. A follow-up letter can be sent once funeral arrangements are known.

Letter to Parents – Death of a Student

(print on school letterhead) (Date)

Dear Parent,

It is with great sadness that I must inform you about the tragic loss of one of our students. On (insert day and morning/afternoon/evening) we learned that (student name), a (grade) student in (teacher's name) class was killed while (what happened).

The school staff was informed of (student's name)'s death during a meeting before the students arrived at school. Students were told about this tragic event after they arrived at class. (Any other things that will be done could be listed here.)

Members of our Building Crisis Team have been working with our counselors and other staff members to help students and staff deal with their feelings and emotions.

Please realize that reactions to death (and stress) are varied and can depend upon such factors as age, personality, previous losses, and relationship to the victim. If you feel your child has been affected by this situation, you can assist your child by doing the following:

- Take time to listen to and talk with your child about what has happened.
- Reassure your child that you will be available to help him/her through this difficult time.
- Help your child verbalize some of the feelings he/she might be feeling but is unable to express.
- Reassure your child that you will do all you can to keep him/her safe. Providing specific examples may help to reduce some of the fear and anxiety.
- Discuss some of the things you and your child might do to express your concern for the victim's family. If you decide to allow your child to attend the funeral and/or memorial service, it is best that you or some responsible persons accompany your child.

Any changes in your child's behavior, which seem extreme and/or do not seem to go away, should be brought to the attention of the school guidance counselor or someone in the community of your choosing who can assist your child. We will continue to have staff available at school to assist our students in coping with this loss.

Thank you for your support and assistance. Sincerely,

Letter to Parents – Death of an Elementary Student

Earlier today, we announced to students the tragic loss of a _____ grader. At this time, we do not know the cause of death. We are writing to you as it is our hope that no rumors will be spread. It is very important to not speculate about something so devastating.

Members of our Crisis Team have been working with our counselor and other staff members to help students and staff deal with their feelings and emotions.

Our counselor urges us to remember that reactions to death are varied. You can assist your son or daughter by taking time to listen and talk about what has happened and talk about the differences between rumor and fact. We want to respect the privacy and emotions of this family.

We have included a list of adults that are available to you over the weekend should the need arise. Please don't hesitate to call if you need someone to talk to.

Our thoughts are with this family during this difficult time. Sincerely,

Letter to Parents – Death of a Middle School Student

Dear Parent,

Earlier today, we announced to _____ students something very important and sad.

Police notified us this morning that _____, a _____ grade student at _____, had died.

Currently, we do not know the cause of death. We do know rumors are being spread. It is important that we do not speculate about something so devastating. As we learn more, we will let you and students know what happened.

Members of our Crisis Team have been working with our counselors and other staff members to help students and families process this news.

Counselors urge us to remember that reactions to death are varied. You can assist your son or daughter by taking time to listen and talk about what has happened, covering the differences between rumor and fact. Reassure your son or daughter that you will be available to help him/her through this difficult time. Help them to verbalize their feelings. Discuss some of the things that might be done to express concern and provide emotional support during this time of loss.

We will continue to have staff available at the school to assist students in coping with this loss. Sincerely,

Sample Memo to Staff – Student or Staff Suicide

When holding a faculty meeting or individually notifying staff is not practical, you will want to inform your staff with a memo as soon as the suicide has been confirmed. Attempt to anticipate questions that might be asked and try to answer them as accurately and honestly as possible as to minimize rumors. As soon as possible, a meeting with the entire staff should be held to address such issues as suicide prevention and the potential for “contagion/copycat” suicides. If after-hours or weekend notification is needed, alert your staff by using the “phone tree.”

Memo to Staff - After a Student Suicide Death

MEMORANDUM:

TO: Faculty and Staff

FROM: (principal’s name)

RE: Suicide of (name of student) DATE:

I am asking you to discuss the death of (student’s name), a (grade) student, with your class at the beginning of school. Some students will already be aware of his/her suicide. Others will be learning of the death from you. It is recommended that you give your class an opportunity to hear the following facts from you, to ask questions, and to discuss their feelings. You can expect some students to be angry and upset as well as sad. Please be sensitive to their feelings.

Insert appropriate known details:

It has been reported that (student’s name) committed suicide yesterday evening around 8:00 p.m. He was rushed by ambulance to the emergency room where the doctors were unable to revive him. The medical examiner has ruled his death a suicide. We do not know why (student’s name) chose to kill himself/herself.

Students may be excused from classes for (student’s name) funeral if they bring a written excuse from their parents. Funeral arrangements are still pending. I will give you that information when I receive it. The family will be at the funeral home tomorrow evening beginning at 7:00 p.m. if anyone wished to pay his/her respects and extend sympathy. You may wish to discuss with your students/class ways they can show their concern individually or as a class.

The Building Crisis Team members will be in the school building throughout today and the rest of the week as needed. If you wish some assistance in discussing (student’s name) death with your class, a team member will come to your classroom. Please identify any student you think needs further help dealing with this tragedy and send him or her to the (designated area).

Today may be a very difficult one for you as well as for our students. Building Crisis Team members will be in the (designated area) if you wish to talk further about this incident.

5. Sample Letter to Parents – After a Suicide Death

This letter can be used to notify and inform parents about a suicide that has occurred at your school. It also provides several general strategies parents might want to use to assist their child in coping with a crisis event. It is important that any reported factual details be as accurate as possible so as to assist with rumor control. A follow-up letter can be sent once funeral arrangements are known.

Sample Letter to Parent - After a Suicide Death (print on school letterhead)

Dear Parent,

I have very sad news to share with you. We learned last night that (student’s name), a (grade) in our school, died by suicide. According to police reports, (how and where). We have shared this information with all of the students in their first period class this morning] (when was announcement made). We hope that you will be able to talk with your son or daughter about the death.

Suicide is a difficult death for most people to understand and accept because it raises many unanswerable questions. We never really know why a person kills their self. There can be a variety of factors that lead to an individual's suicide death. Sometimes students, especially (student's name) friends may wonder if they could have prevented the death. Others may feel that it was somehow their fault. It is important that students have an opportunity to communicate about these concerns and receive help if they need it. Counselors, teachers, and other staff have been and will continue to be available for the students, parents, and staff to talk about thoughts, feelings, and concerns. Please contact us at school if you have any questions or concerns.

Our thoughts are with the (student's name) family as they deal with their (son's or daughter's) death. Sincerely,

Optional wording if school is planning a community meeting:

A meeting will be held (date, time, location). It is open to parents, students, and staff. A bereavement counselor will be presenting information on the suicide issues including symptoms to watch for and prevention efforts. Please plan to attend.

Grief Responses of Students

Everyone grieves differently. Students will react in their own way to the news. Their reactions are impacted by a variety of factors including:

- · Their age and developmental level
- · Their relationship, if any, with the deceased
- · Their previous experience with death
- · The support systems available to them
- · The modeling of grief responses from those around them
- · Whether the death was anticipated or unexpected
- · The nature of the death

Of course, not all students will want to talk about the death. You may see students reacting in a variety of ways including being quiet or withdrawn, talking a lot, crying, getting angry, laughing, acting aggressive, looking sad or thoughtful, or any combination of reactions. Each response should be accepted and allowed, as long as it is not harmful to the student or another person. Each response is valid and important to that student. Remember that each person grieves differently. It is important for each student to feel heard and accepted. Remember also that the grief issues will not end at the end of the school day. They can continue into outside activities and home life. Helping parents understand and cope with these issues will be important in the student's life both at school and home.

Here is a list of common responses of the grieving child or teen:

Academic Responses to Grief

- · Difficulty focusing or concentrating
- · Failing or declining grades
- · Incomplete work, or poor quality of work
- · Forgetfulness, memory loss
- · Over achievement, trying to be perfect
- · Language errors and word finding problems
- · Inattentiveness
- · Daydreaming

Social Responses to Grief

- · Withdrawal from friends
- · Withdrawal from activities or sports
- · Use of drugs or alcohol
- · Changes in relationships with teachers and peers
- · Changes in family roles (e.g., taking on the role of a deceased parent)
- · Wanting to be physically close to safe adults

- · Inappropriate sexual behavior/acting out
- · Stealing, shoplifting

I'll never forget how my daughter laughed when I told her mother died. At first, I was baffled. Then I quickly realized her nervousness.

John S,

Common Responses of the Grieving Child or Teen

Physical Responses to Grief

- · Stomachaches, headaches, heartaches
- · Frequent accidents or injuries
- · Increased requests to visit the nurse
- · Nightmares, dreams or sleep difficulties
- · Loss of appetite or increased eating
- · Low energy, weakness
- · Hives, rashes, itching
- · Nausea or upset stomach
- · Increased illness, low resistance to colds and flu
- · Rapid heartbeat

Spiritual Responses to Grief

- · Anger at God
- · Questions of “Why me?” and “Why now!”
- · Questions about the meaning of life
- · Confusion about where the person who died is
- · Feelings of abandonment and emptiness
- · Doubting or questioning previous beliefs
- · Seeing the future as meaningless

Identifying Students Who Are At Risk

Any student can potentially be at risk after a death. Communicate with your faculty about observing, listening to, and attending to the needs of grieving students. They can help identify those who need a little extra support. Certain students you may want to pay attention to include those who are:

- · Directly impacted by the crisis
- · Not directly impacted by the current crisis but handling a recent tragedy in their own life
- · Undergoing the stress of accumulated losses (e.g., deaths, divorces, moves, parental unemployment, etc.)
- · Receiving support for special needs
 - · Dealing with other mental health issues (e.g., depression, eating disorders, behavioral problems, anxiety disorders, etc.)

At-risk behaviors associated with grief may include:

- · Aggressiveness
- · Truancy or increased absences
- · Defiance, non-compliant behavior
- · Lack of follow through on assignments
- · Falling or failing grades
- · Depression
- · Suicidal threats or behavior
- · Increase in drug or alcohol use
- · Increase in risk-taking behaviors

Students who engage in at-risk behavior should be monitored. If the behavior is frequent, and continues overtime, or if it is dangerous, refer the student to a counselor for additional support.

School Transportation Incident

Pope John XXIII Regional High School maintains the following policies related to School Bus Driver Responsibility.

Bus Accident Procedures

Emergency School Bus Procedures

The principal of the school shall oversee emergency bus exit drills each school year for pupils who ride school buses. The school bus driver will participate in the drill.

School bus exit drills will be conducted on school property and will be supervised by the principal or by a person assigned by the principal to supervise the drill. The drill will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of pupils. The portion of the drill involving the use of the rear emergency door, which requires pupils to jump a thirty-inch drop, need not be performed by every pupil; a few pupils may demonstrate for others.

The school bus driver or supervisor of the drill shall:

- Describe and demonstrate the use of kick-off windows and split-sash windows
- Describe the location and use of flares, flags, fire ax, and other emergency equipment.
- Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake.
- Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked.
- Demonstrate the use of emergency doors.
- Instruct pupils that lunches and books should be left on the bus in the evacuation procedures.
- Appoint older pupils to assist younger/small pupils in their exit from the bus.
- Have pupils leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion.
- Instruct pupils to group in a safe place fifty “giant steps” away from the bus and to wait in that place until directed by the driver, a police officer, or other adult authority.
- Tolerate no pupil misbehavior in the conduct of the drill; the failure of any pupil to follow direction must be reported and addressed by the principal.
- Students should be informed of the importance of the drills.

Reasons for Evacuation

A school bus must be evacuated when:

- There is a fire in the engine or any other portion of the bus
- There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material
- The bus is disabled for any reason
- Its stopping point is in the path of a train or is adjacent to a railroad track
- A potential exists for the position of the bus to shift thus endangering pupils
- The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.

General emergency rules:

The school bus driver and the teacher are responsible for the safety of the pupils on the bus. In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of pupils must be the driver's paramount consideration. The bus driver will always stay with his/her pupils. He/she may not leave the school bus when children are aboard except in an emergency and then only after he/she has stopped the motor, removed the ignition key, set the auxiliary brake, and put the transmission in gear.

- When a school bus is evacuated, pupils shall leave the bus by the exit(s) in a manner that affords maximum safety under the circumstances.
- Pupils who have been evacuated from a school bus shall be moved to a safe place at least 100 feet from the bus and remain there until the driver, or if the driver is incapacitated, another person in authority has determined that no danger remains or until other provisions can be made.
- No pupil shall be allowed to be a rider with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
- Whenever a school bus is disabled while providing pupil transportation, the driver, or a responsible person appointed by the driver, will notify the Supervisor of Transportation who will decide for the safety of the pupils involved by substitute transportation.

Specific Emergency Situations

In the event of an accident or vehicle failure the following procedures will be implemented:

- The school bus driver shall, in person or through a responsible delegate, summon the police and emergency medical services, if necessary, and notify the Supervisor of Transportation.
- The school bus driver will attempt to make all pupils as safe and comfortable as possible. If necessary, the driver will administer emergency first aid to injured pupils.
- Each pupil on a school bus involved in an accident must be examined for possible injuries, whether the pupil appears to have been injured. In the event the

school medical inspector is not immediately available, pupils will be examined by the school nurse or the pupil's personal physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the Supervisor of Transportation.

- If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle (s): driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- The driver will obtain the names and addresses of persons involved in the accident and if possible, of witnesses.
- The parent(s) or legal guardian(s) of pupils involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported per ambulance report.

In the event the school bus driver is incapacitated, the following procedures will be implemented (A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition):

If necessary, the bus will be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and the auxiliary brake set.

In the event of an injury to a pupil on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented:

- In the absence of another responsible adult in authority, the school bus driver will take charge of a pupil who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
- If necessary, first aid will be administered.
- If the injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the pupil until emergency medical help arrives.
- If the injury is not serious, and occurs on the way to the school, the bus driver will deliver the injured pupil to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the pupil's parent(s) or legal guardian(s).
- If the injury occurs on the way to the pupil's home, the school bus driver will deliver the injured pupil to his/her parent(s) or legal guardian(s) or to a responsible adult at the pupil's home or if no one is home the injured student will be delivered to the nearest hospital emergency room.
- If the injury occurs on the way to or from an extracurricular event, the school bus driver will notify the pupil's parent(s) or legal guardian(s).
- The school bus driver will immediately report the incident to the Principal of the school in which the pupil is enrolled. The Principal may request that the school medical inspector examine the pupil or may request the pupil's parent(s) or legal guardian(s) to submit the report, if any, of the examining physician.

Reporting an Accident or Emergency Situation

The school bus driver must:

- Report immediately to the principal of the receiving school any accident that involves an injury, death, or property damage.
- Complete the prescribed accident report and deliver all copies to the principal of the receiving school by the conclusion of the next working day following the accident. The written accident report must be accurate and complete.
- In addition, a school bus driver involved in an accident resulting in injury or death of any person shall, within ten days after the accident, forward a written report of the accident to the Bureau of Security Responsibility, Division of Motor Vehicles, 25 South Montgomery Street, Trenton, NJ 08625.

The principal of the receiving school shall:

- Retain the white copy of the report.
- Transmit the blue copy to the district Board of Education providing the transportation.
- Transmit the yellow copy to the County Superintendent; and
- Transmit the pink copy to the State Department of Education, 225 West State Street, CN500, Trenton, NJ 08625.
- Assist staff to maintain calm atmosphere.
- Be prepared for further instructions from principal or emergency personnel.
- Debrief and evaluate after crisis is resolved.
- Complete documentation.

S. Field Trip Incident

In the event of an emergency, the primary consideration of the sponsor is to act on behalf of the child and in the best interest of the child. After making an assessment and investigation of the situation, the sponsor of the field trip must notify his/her Academic Supervisor and/or one of the Assistant Principals in the event of all emergencies. It is understood that the sponsor and/or chaperone acts with reasonably prudent regard and with deliberate speed to address the situation at hand. The timeliness of notification is a major importance. School officials must be notified immediately of all emergencies.

1. Attend to medical needs, injuries or complaints of pain. CALL 911 if appropriate.
2. Notify the Academic Supervisor and/or School Principal and provide update and actions being taken. If the Academic Supervisor and/or the Assistant Principal are unavailable, notify the Principal, the School President or Principal, or another building administrator.
3. Principal / designee will notify the School President or Principal and provide information and actions being taken.

Consider deployment of school personnel to:

- Scene
 - Hospital
 - Police Department
4. Principal / designee contacts parents with update and actions being taken. Communicate any meeting / pick-up times at the school.
 5. Be prepared to handle media inquiries.
 6. Prepare incident report as soon as possible.

T. Fire Alarm or Fire Emergency

1. Activate fire alarm if not ringing.
 2. EVACUATE the building. Follow Evacuation maps/procedures
 - a. Teachers/Staff should take grade books/class rosters/ Emergency Go Kits
 - b. Site Coordinators will coordinate student attendance at evacuation sites.
 3. Call 911 as evacuation is in progress.
 4. Principal / designee will assess alarm area.
 5. Principal / designee will notify POLICE if incident is determined to be false alarm.
 6. Upon arrival of POLICE & FIRE DEPARTMENT make available:
 - a. Fire / Alarm location & type of fire (if known)
 - b. Knowledge & location of anyone remaining in the building
 - c. Floor plans, maps, internal systems information
 - d. Master key(s)
 7. Principal will notify The School President or Principal.
 8. Be prepared for Parent/Media inquiries. Principal/designee will prepare notifications/releases as appropriate
 9. Complete an incident report as soon as possible.
- ▶ Do not use water on electrical fires.
- ▶ Do not attempt to fight fires involving explosives.
- ▶ Do not attempt to fight fires involving toxic chemicals or strong oxidizers.

Student & staff evacuation is the primary concern.

U. Gas Leak or Hazardous Materials incident

Gas Leak

A gas leak is identified by its own characteristic odor. If a gas leak is suspected the following should take place:

1. For faint odors of gas, notify the Administration immediately.
2. For an obvious gas leak the area should be evacuated, and when able, the doors and windows to the area should be shut.
3. Activate the fire alarm bell system via pull station or activate a building evacuation. See Evacuation Plan Procedures.
4. Do not allow anyone to pass by the area or walk through it. All evacuation routes designated to pass through the contaminated area must travel an alternative route.

Chemical/Hazardous Materials Incident

Incident occurs in school:

- Notify building administrator/office.
- Call 911. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies The School President or Principal.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Incident occurs near school property:

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Extra staffing is necessary for students with special medical and/or physical needs.

V. Staff Misconduct

Pope John XXIII Regional High School maintains the following policies related to Staff Misconduct

Conduct with Youth

Staff and volunteers working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.

- o Staff and volunteers must be aware of their own and other's vulnerability when working alone with youth. Use a team approach to manage youth activities.
- o Physical contact with youth can be misconstrued and should occur a) only when completely nonsexual and otherwise appropriate, and b) never in private.
- o Staff and volunteers are to abstain from a) the illegal use or possession of drugs and/or alcohol at all times and b) the use of alcohol at any time when working with youth.
- o Staff and volunteers should not provide shared, private or overnight

Sexual Conduct

accommodations for individual young people where there is no other adult supervision present, including, but not limited to, accommodations in any church-owned facility, private residence, or hotel room.

- In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the staff or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.
- The staff or volunteer must send an email to the School Principal reporting the circumstances within 24 hours.
- Use a team approach to managing emergency situations.

Staff and volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

o Staff and volunteers must avoid developing inappropriate intimate relationships with students. Staff and volunteers must always behave in a professional manner. No staff or volunteer may exploit another person for sexual purposes.

o Allegations of sexual misconduct should be taken seriously and reported to the Division of Child Protection and Permanency (DCPP the new DYFUS) 1-877-NJ ABUSE (652-2873), and 1-800-835-5510 (TTY/TDD for the deaf) and Law enforcement as well as the Diocesan Superintendent and Diocesan Attorney

o Staff and volunteers should review and know the child abuse reporting requirements under New Jersey statutes and regulations and should follow those mandates.

Harassment

Staff and volunteers must not engage in physical, psychological, written or verbal harassment of others, and must not tolerate such harassment by clergy, staff or volunteers.

o Staff and volunteers shall provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.

o Harassment encompasses a broad range of physical, written or verbal behavior, including, but not limited to, the following:

- o Physical or mental abuse.
 - o Racial insults.
- o Derogatory ethnic slurs.
- o Unwelcome sexual advances or touching.
- o Sexual comments or sexual jokes.

- o Requests for sexual favors used as a condition of employment or to affect other personnel decisions, such as promotion or compensation.
- o Display of offensive materials.
- o Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating work environment.
- o Allegations of harassment should be taken seriously and reported to the Director, and principal.

Conflicts of Interest

Staff and volunteers should avoid situations that might present a conflict of interest. Even the Appearance of a conflict of interest can call integrity and professional conduct into question.

o Staff and volunteers should disclose all relevant factors that potentially could create a conflict of interest.

o Staff and volunteers should inform all parties when a real or potential conflict of interest arises.

Resolution of the issues must protect the person receiving ministerial services.

o No staff or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political or business interests.

Reporting Ethical or Professional Misconduct

Staff and volunteers have a duty to report their own ethical or professional misconduct and the misconduct of others.

o Staff and volunteers must hold each other accountable for maintaining the highest ethical and professional standards. When there is an indication of illegal actions by clergy, staff or volunteers, you should notify the proper civil authorities immediately, as well as the Director, and Principal.

o When an uncertainty exists about whether a situation or course of conduct violates the Code of Pastoral Conduct or other religious, moral or ethical principles, consult with:

- i. Peers.
- ii. Others knowledgeable about ethical issues.

Report Suspected Abuse

Any employee or volunteer of the Diocese of Paterson (“Diocese”), its parishes, its schools, Catholic Charities, or any other entity affiliated in any way with the Diocese who has received or discovered information which establishes reasonable cause to believe that a crime described below has been committed:

- sexual assault.
- aggravated sexual assault.
- criminal sexual contact.
- aggravated sexual contact.
- or child abuse

must report that fact immediately to the prosecutor of the county in which the suspected offense occurred and to the diocesan superintendent of schools and diocesan attorney.

The suspected criminal activity must be reported whether you believe the allegation is credible or not.

No investigative action shall be initiated by any employee or volunteer of the Diocese of Paterson, its parishes, its schools, Catholic Charities or any other entity affiliated in any way with the Diocese without authorization from the Diocesan Response Officer.

Reporting Numbers for Diocese of Paterson Diocesan Response Officer:

Bill Rafferty

HR: Director of HR and Child and Youth Protection

973-777-8818 x 277



Division of Child Protection and Permanency (Previously DYFS)

If you suspect or know of an allegation that the victim is a minor (less than 18 years old), you have a legal responsibility to immediately report the suspected crime to the New Jersey Division of Child Protection and Permanency (DCPP).

Reporting Numbers for the New Jersey DCPP

Child Abuse Hotline

1-877-NJ ABUSE (652-2873)

24 hours a day – 7 days a week 1-800-835-5510 (TTY/TDD for the deaf)

Local Law Enforcement

In all cases, you are also encouraged to contact the police department of the locality in which the suspected or alleged crime occurred.

Obligation to Immediately Report Kidnapping of a Minor to Police

Whenever any employee or volunteer of the Diocese, etc. in the course of his or her employment or professional responsibilities has received or discovered information which establishes reasonable cause to believe that a minor has been, is, or is about to be kidnapped, the employee shall immediately notify the local police department having jurisdiction over the matter by means of the 911 system.

This reporting procedure is in keeping with the Memorandum of Understanding entered between the Diocese of Paterson (“Diocese”), the Attorney General of New Jersey, and New Jersey prosecutors, as well as with prior existing reporting protocols entered into between the Diocese and the prosecutors of Sussex County.

Schools Additional Reporting Responsibilities

Diocese and parish schools are also reminded of their obligations to report additional offenses and preserve evidence as set forth in the Modified Memorandum of Agreement for Catholic Schools between the Catholic Dioceses of New Jersey and Law Enforcement Officials.

County Prosecutors Office Contact Information Sussex County

Prosecutor Francis A. Koch

19-21 High Street

Newton, NJ 07860

973-383-1570

Ask for Sex Crimes / Child Abuse Unit.

Sussex County

Ask for Sex Crimes / Child Abuse Unit.

Explanation of Criminal Activity

Under New Jersey law:

Sexual assault and aggravated sexual assault are defined in N.J.S.A. [2C:14-2](#);

Criminal sexual contact and aggravated criminal sexual contact are defined in N.J.S.A. [2C:14-3](#); Child abuse is defined in N.J.S.A. [9:6-1](#), [9:6-3](#) and [9:6-8.21](#). The term child abuse includes any act constituting the offense of endangering the welfare of a child, as defined in N.J.S.A. [2C:24-4](#), including, but not limited to, sexual conduct which would impair or debauch the morals of the child, the offense of photographing or filming a child engaged in a prohibited sexual act as defined in N.J.S.A. [2C:24-4b\(3\)](#), the offense of distribution of child pornography as defined in N.J.S.A. [2C:24-4b4\(a\)](#), the

offense of knowing possession or viewing of child pornography as defined in N.J.S.A. 2C:24-4b4, the offense of luring or enticing a child as defined in N.J.S.A. 2C:13-6, and the offense of lewdness as defined in N.J.S.A. 2C:14-4b where the offense involves a victim who at the time of the offense was less than 18 years of age.”

Specific Policies and Procedures

- All volunteers are required to have a criminal background check which includes being fingerprinted. Forms are available and an outline of the procedure for obtaining this service from the Business Office.
- In addition, all volunteers are mandated to undergo a Virtus training program of awareness. This is provided at various sites in the diocese including at The Catholic Academy of Sussex County. Again, the Business Office can provide the necessary guidelines.
- The school will maintain a data base of all vetted volunteers to ensure that only vetted volunteers are in contact with students.
- All volunteers will be issued an identifying badge and are required to wear it when they are volunteering. The identifying badge remains the property of The Catholic Academy of Sussex County and must be returned to The Catholic Academy of Sussex County when requested by the principal or his/her designee.
- One on one private interactions between students and volunteers should be avoided. If they need to occur, they must always be in a location that is highly visible and accessible by others.
- Volunteers may not transport students without the express permission of the student’s parent or guardian. No student is to be alone in a vehicle with a single volunteer (except for the student’s parent or guardian). Emergency transportation issues violating this policy must be documented in an e-mail to the principal or his/her designee.
- Volunteers must read and be familiar with these policies and procedures and must sign and return the attached acknowledgement form.
- A volunteer does not act as a representative of the school when speaking with any media. If a volunteer communicates to a member of the media, the volunteer will make it clear that he/she is not speaking on behalf of The Catholic Academy of Sussex County or its officials.
- Volunteers should always dress appropriately and comfortably, remembering that he/she is setting an example for students.
- If any student discloses that they are being neglected, abused or made to feel uncomfortable, the volunteer must report this immediately to the principal. This reporting requirement is in addition to the previously cited “Report Suspected Abuse.”
- Volunteers shall respect the authority of all school personnel. If you have an issue, please bring it confidentially to the appropriate authority.
- Volunteers must be prudent in their speech, always demonstrating respect for others and avoiding any language that is vulgar or offensive.

The Catholic Academy of Sussex County reserves the right to suspend and/or revoke volunteer approval with or without cause.

Harassment Policy

The CATHOLIC ACADEMY OF SUSSEX COUNTY Community inclusive of all THE CATHOLIC ACADEMY OF SUSSEX COUNTY employees and all THE CATHOLIC ACADEMY OF SUSSEX COUNTY volunteers shall provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment. Mutual Respect needs to be the very fabric of the school and as such should be consistently in place in all interactions between THE CATHOLIC ACADEMY OF SUSSEX COUNTY staff and THE CATHOLIC ACADEMY OF SUSSEX COUNTY Students. These interactions include but are not limited to communications in all environments including email, phone calls/messages, internet social media, text messages and in person interactions.

Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive or intimidating environment. Allegations of harassment will be taken seriously and reported to the School Director, and or Principal.

Each year all THE CATHOLIC ACADEMY OF SUSSEX COUNTY Volunteers, defined as any person who provides a non-compensated service to the school for a school sanctioned activity and is not an employee of The Catholic Academy of Sussex County or Immaculate Conception Parish, must review and attest to receipt of this handbook and comply with its policies and procedures to “safeguard and protect our children.”

Thank you for choosing The Catholic Academy of Sussex County and for volunteering your time in service to our students. We look forward to working with you to provide a safe and healthy environment for all our students, staff and volunteers and an outstanding high school experience for young people. If you have any questions or concerns do not hesitate to call the school at 973-729-6125.

W. Suspicious Mail

If a telephone threat references a chemical or biological device or package, complete the Checklist for Telephone Threats procedures and refer to safety procedures in Bomb Threat sections.

This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.

When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content
 - excessive postage, excessive weight
 - misspellings of common words
 - oily stains, discolorations, odor
 - no return address or showing a city or state in the postmark that does not match the return address
 - package not anticipated by someone in the school or not sent by a known school vendor

If a letter/package is opened and contains a written threat but no suspicious substance:

- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

If a letter or package is opened and contains some type of suspicious substance:

- Notify building administrator and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.

- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Building administrator:

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies The School President or Principal. Notification is made to parents/guardians, according to district policies.
- Implement post crisis procedures as necessary.
- Consider having gloves and zip-lock bags available at mail sorting areas.

X. Missing Student or Staff Member

Missing Person:

(Note: Any person having reason to believe that a child may be abused or neglected should notify appropriate law enforcement and child welfare authorities (example: NJ State Central Registry 1-877 NJ ABUSE) and/or building Principal or designee if the action will not delay or endanger the child).

Any person having reason to believe that a child may be missing should:

1. Notify the building Principal or designee.
2. Attempt to notify legal guardian.
3. Notify law enforcement and child welfare authorities.
4. Cooperate with designated authorities.
 - a. Provide: Child's name, age, gender and physical description (photo).
 - b. Legal guardian's name(s), contact information (work/home/cell) and last known address.
5. In the event the child is located, the School President or Principal shall notify law enforcement and child welfare authorities.

Y. Natural Disaster or Extreme Weather Condition

SEVERE WEATHER TORNADO/SEVERE THUNDERSTORM/FLOODING

Tornado/severe thunderstorm WATCH has been issued in an area near school:

1. Bring all persons inside building(s).
2. Close windows.
3. Review tornado drill procedures and location of safe areas.
4. Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.
5. Review “drop and tuck” procedures with students.

Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:

1. Move students and staff to safe areas.
2. Close classroom doors.
3. Teachers take class rosters.
4. Ensure that students are in “tuck” positions.
5. Teachers take attendance.
6. Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.
7. Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

Flooding

1. Review evacuation procedures with staff.
2. Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
3. Check transportation resources.
4. If district officials and emergency responders advise evacuation, do so immediately.
5. Teachers take class rosters.
6. Teachers take attendance.
7. Notify parents/guardians according to district policy.

Z. Student/Parent Reunification

In Accordance with the Sussex County County-Wide Response Plan for Schools, Pope John XXIII Regional High School will utilize the Standard Reunification Method developed by the “I Love You Guys Foundation” with permission and notification as required.

Agreements are being established between Pope John XXIII Regional High School and other Sussex County Schools, High Point Regional High School, to serve as host locations for mutual reunification needs in the event of an emergency.

Reunification planning to meet this requirement is in progress and the completed plan will be contained in the Parent/Guardian Reunification Annex.

AA. Before and after school programs, non-traditional vendors and other school facility users.

Pope John XXIII Regional High School maintains the following policies related to Facility Use.

Pope John XXIII Regional High School



School Safety and Security Plan Section V- Dissemination of Tools and Resources

Dissemination of Tools and Resources

- A. A copy of the school safety and security plan has been disseminated to local law enforcement and appropriate emergency responders.
- B. Access to school district facility map(s) and/or blueprints are available to local law enforcement and appropriate emergency responders
- C. Each classroom has an emergency response guide.
- D. Each school building has at least one Administrator Emergency Tool Kit.

Information to be Located and Identified

- E. Utility Shut-off locations
- F. First aid and emergency supply locations
- G. Chemical/hazardous material storage locations
- H. Fire extinguisher locations

Dissemination of Tools and Resources

- A. A copy of the school safety and security plan has been disseminated to local law enforcement and appropriate emergency responders.

Local law enforcement/emergency responders are represented on the district wide planning team and are provided copies of the school safety and security plan annually.

- B. Access to school district facility map(s) and/or blueprints are available to local law enforcement and appropriate emergency responders.

Local law enforcement/emergency responders are represented on the district wide planning team and are provided copies of the school safety and security plan annually including facility maps and photographs.

- C. Each classroom has an emergency response guide.

Emergency response guides and evacuation maps are posted in each classroom/office.

- D. Each school building has at least one Administrator Emergency Tool Kit.

Emergency “Go Bags” are in the following locations

- Main Office of each school building

Information to be Located and Identified

E. Utility shutoff locations

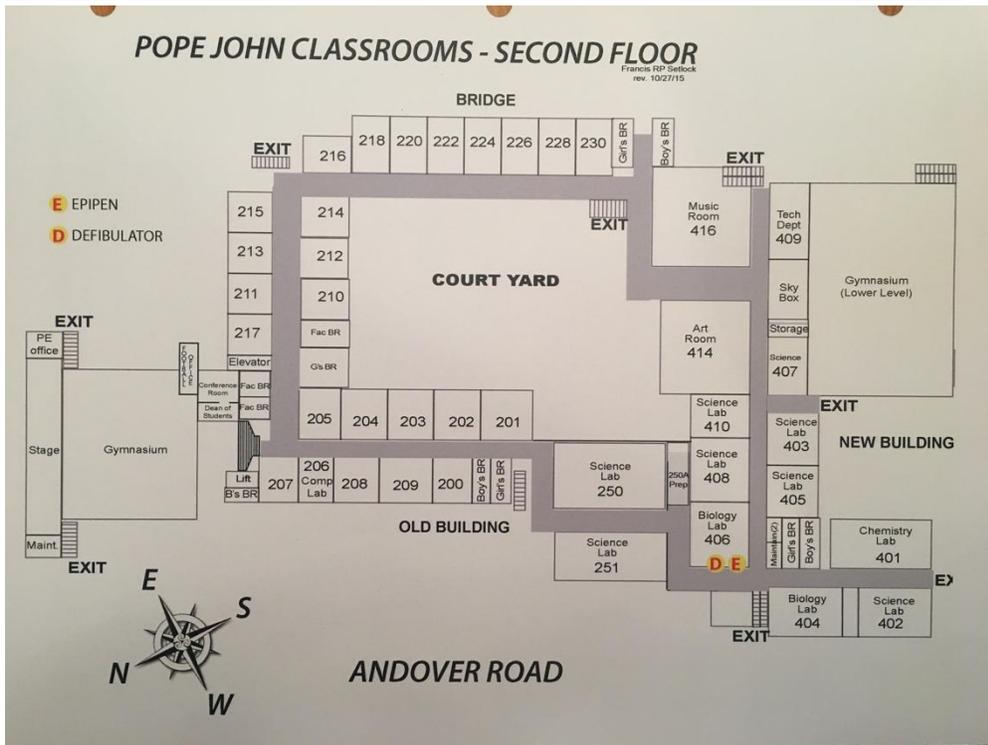
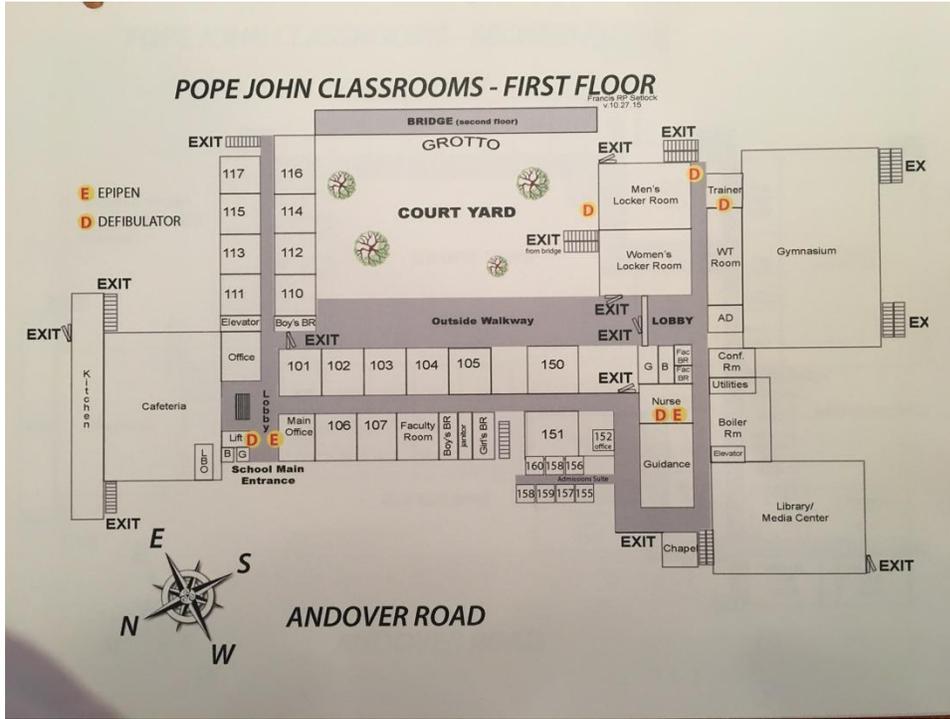
Silencing Fire Alarm- Closet by red elevator, Phone Room &Boiler room

Shutting off Water - Water closet in cafe new Boiler Room

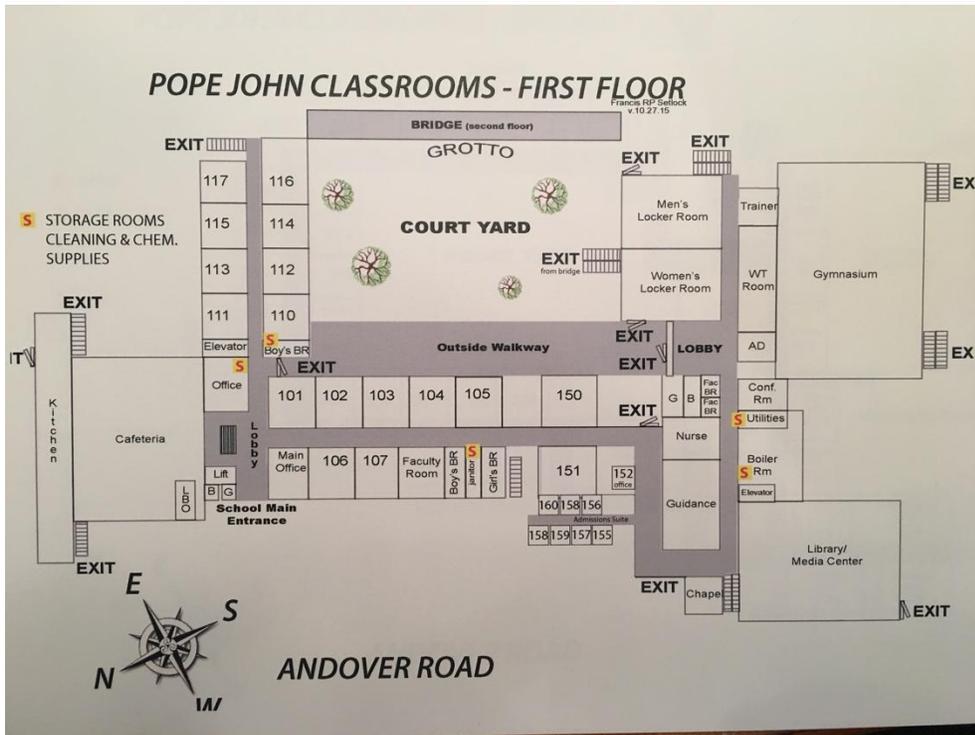
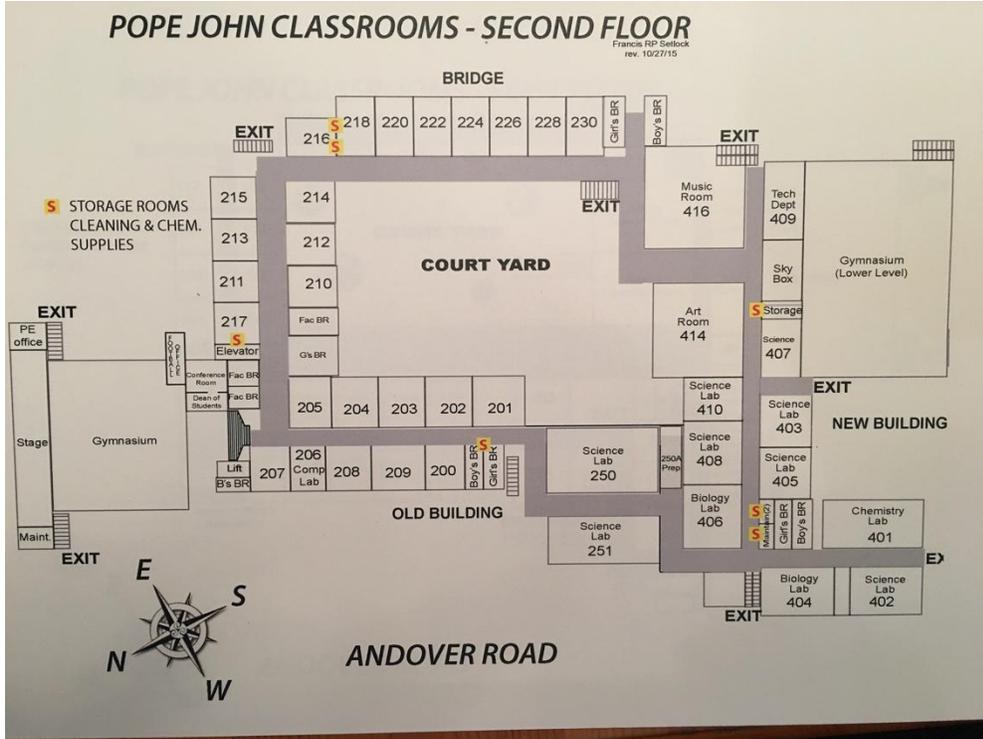
Shutting off Electric - Kitchen Main & Phone Room

Shutting off HVAC - Rooftop

F. First Aid and emergency supply locations



G. Chemical/hazardous material storage locations.



H. Fire extinguisher locations

POPE JOHN CLASSROOMS - SECOND FLOOR

FRANCIS RP 10/26/08
rev. 10/27/15

FIRE EXTINGUISHERS



POPE JOHN CLASSROOMS - FIRST FLOOR

FRANCIS RP 10/26/08
rev. 10/27/15

FIRE EXTINGUISHERS



Pope John XXIII Regional High School



School Safety and Security Plan Section VI- Mental Health Protocols

Mental Health Protocols

- A.** Monitor staff and students for post traumatic emotional impact.
- B.** Provide access to post traumatic services for students and staff.
- C.** Conduct debriefing sessions for staff and emergency responders
- D.** Monitor staff and students for post traumatic emotional impact.
- E.** Provide access to post traumatic services for students and staff.
- F.** Conduct debriefing sessions for staff and emergency responders

EMPLOYEE ASSISTANCE PROGRAM (EAP)

WHAT IS THE EAP?

The EAP is an outside counseling service for employees and their families who may be experiencing personal or workplace problems. Everyone has problems from time to time. Usually, we work them out. However, sometimes problems persist, becoming serious enough to affect us both off and on the job. During these times, the EAP may be able to help.

WHO CAN USE THE EAP?

ALL employees of the Diocese and members of their households can use the services of the EAP. This includes both full-time and part-time employees.

WHAT TYPES OF PROBLEMS DOES THE EAP HANDLE?

EAP counselors are professionals trained to assist employees with a wide range of problems. These include problems related to:

- Alcohol & Drug Abuse
- Difficulties With Relationships
- Emotional Well Being
- Education*
- Child Care/Elder Care*
- Stress and Anxiety (Work and Family)
- Financial and Legal Concerns *
- Adoption*
- Life Improvement

- Depression
- Grief and Loss
- Pet Care *
- Domestic Violence
- Personal Achievement
- Identity Theft And Fraud Resolution
- Daily Living*

*resource and referral services

WILL MY PROBLEM BE KEPT CONFIDENTIAL?

Yes. Confidentiality is a guarantee we make to all employees. Without it, the EAP would not work. Every counselor knows this rule. No information goes anywhere without your request and written permission. No one at your workplace or the Diocese receives information about who uses the EAP without your permission.

HOW MUCH WILL THE EAP COST ME?

Nothing... Not a cent. What's more, we encourage you to use the EAP whenever you need help or information to handle your job or family responsibilities. EAP services are offered at no cost to you and your family.

HOW DOES THE EAP WORK?

Our EAP is operated by a third party service provider.

All EAP counselors are educated, trained, and experienced in helping you and your family members solve immediate problems, or referring you to professionals or organizations in the community. The counselors are experienced in dealing with problems relating to substance abuse, behavioral health, family/relationships, and with numerous other social, financial, and legal issues that may affect any of us at one time.

EAP also offers full mental health and substance abuse services outside its own parameters if the EAP or community resources are unable to help you resolve your problem. You can receive up to three face-to-face counseling sessions per issue. If additional sessions are needed, these services can be coordinated with your health care benefits and may be covered fully or in part by insurance.

HOW DO YOU ACCESS THE EAP?

For EAP services, simply call, provide your name and tell them know that you work for the Diocese of Paterson. It is that easy. The EAP number is 1.888.293.6948 (TDD: 866.846.5949) and is available 24 hours a day, 365 days a year. You can also access EAP services and information by visiting their website at www.horizoncarelink.com (The Userid is “standard”; the password is eap4u.)

Pope John XXIII
Regional High School



School Safety and Security Plan
Section VII- Plan Maintenance

Plan Maintenance

- A. Provide for and document annual review of the plan.
- B. Conduct annual in-service training of staff regarding plan revision, warning and response signals, evacuation routes, assembly areas, emergency procedures, communication protocols, and chain-of -command.
- C. Consult annually with stakeholders and district-wide planning team regarding training, drills and necessary revisions.
- D. Annually review your chain-of-command with staff and review assigned responsibilities.
- E. Plan Maintenance and Training Documentation

A. Provide for and document annual review of the plan.

The School President or Principal of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-S.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.5.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

Documentation of annual plan review shall be maintained by school staff as directed by the The School President or Principal

B. Conduct annual in-service training of staff regarding plan revision, warning and response signals, evacuation routes, assembly areas, emergency procedures, communication protocols, and chain-of -command.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-S.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

Documentation of annual In-Service training shall be maintained by school staff as directed by the School President or Principal

C. Consult annually with stakeholders and district-wide planning team regarding training, drills and necessary revisions.

The Diocese of Paterson recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, pupils, and their families.

The School President or Principal of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-S.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.5.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

Documentation of annual District Wide Planning Team Activities shall be maintained by school staff as directed by the School President or Principal.

D. Annually review your chain-of-command with staff and review assigned responsibilities.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-S.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

Documentation of annual review of chain-of-command with staff and review assigned responsibilities shall be maintained by school staff as directed by the The School President or Principal.

Plan Maintenance and Training Documentation

	Date	Initial	School Year
Provide for and document annual review of the plan.			24-24
Conduct annual in-service training of staff regarding plan revision, warning and response signals, evacuation routes, assembly areas, emergency procedures, communication protocols, and chain-of -command.			24-25
Consult annually with stakeholders and district-wide planning team regarding training, drills and necessary revisions.			24-25
Annually review your chain-of-command with staff and review assigned responsibilities.			24-25