

WESTFIELD BOARD OF EDUCATION

Westfield, New Jersey 07090

OPERATIONS**8420****EMERGENCY AND CRISIS SITUATIONS***Regulations Follow***M**

Page 1 of 3

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education 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 Superintendent 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:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate. The school district shall designate at least one administrator to serve as the School Safety Specialist for the district.

The Superintendent shall develop procedures for the handling of school emergencies that include:

1. A plan for the prompt and safe evacuation of the schools;
2. The practice of school security drills conducted in accordance with law;
3. The conduct of bus evacuation drills in accordance with rules of the State Board of Education;
4. Procedures for safely moving pupils from school property and, if necessary, a plan for the sequestration of pupils in a safe place other than school;
5. The design of a communications system to alert the whole school community when necessary and to notify parents or legal guardians of the evacuation of pupils;
6. The immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or an impending emergency;

OPERATIONS
8420
Emergency and Crisis Situations
Regulations Follow

M

Page 2 of 3

7. Cooperation with local agencies;
8. Instruction of staff members in decision-making and the techniques of handling emergencies;
9. The appointment of a school emergency procedures committee; and
10. The continuing evaluation of the effectiveness of emergency planning in preparing the schools to cope with disaster.

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:16-5.1. 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.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency may not be substituted for a required school security drill.

OPERATIONS
8420
Emergency and Crisis Situations
Regulations Follow

M

Page 3 of 3

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with notification at least forty-eight hours prior to holding a school security drill. . A law enforcement officer shall be present at a minimum of one school security drill each school year in order to make recommendations for improvements.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3
N.J.S.A. 18A:41-1 et seq.
N.J.A.C. 6A:16-5.1; 6A:27-11.2

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EMERGENCY AND CRISIS SITUATIONS

M

Page 1 of 4

R 8420 EMERGENCY AND CRISIS SITUATIONS

An emergency evacuation plan will be prepared for each school building and facility in accordance with the following rules.

1. Each building principal and facility supervisor will prepare a detailed plan for the quick evacuation of pupils and staff members in the event of an emergency. The plan will include, as a minimum:
 - a. A map or diagram of the school building, including:
 - (1) All offices, classrooms, workshops, labs, gyms, auditoriums, storage places, public rooms, hallways, restrooms, faculty lounges, and the like;
 - (2) All entrances and exits to the building;
 - (3) The exit routes to be followed by pupils and staff members from every location in the building, including alternative routes to be used in the event that an exit is blocked;
 - (4) The locations of emergency equipment, such as fire extinguishers; and
 - (5) The location of fire alarms, main electrical switches, main gas and water valves, and any other utility device.
 - b. A building procedure for the conduct of fire drills;
 - c. A building procedure for a lockdown drill;
 - d. Procedures for the safe evacuation of large assemblies of people in such locations as the auditorium and gymnasium;
 - e. The identification and telephone numbers of the fire and police departments;
 - f. A system by which K-12 parents or legal guardians can be quickly notified of the evacuation of pupils; and
 - g. A location near the school in which evacuated pupils may be kept until they can be removed to their homes and the provisions that will be made for pupils who are kept there.

OPERATIONS
R8420
Emergency and Crisis Situations

M

Page 2 of 4

2. The evacuation plan will be reviewed and updated annually.
3. A copy of the evacuation plan will be filed with the Superintendent.
4. The evacuation diagram of each building will be prominently displayed in appropriate locations in the building. The regular and alternate evacuation routes appropriate to that room will be prominently displayed in each room in the school.
5. Each staff member assigned to the building is responsible for knowing the evacuation plan. In particular, each teaching staff member must understand the evacuation route to be taken by the pupils assigned to him or her and be prepared to effectuate the plan immediately and under any circumstances.
6. The emergency plan will also include plans for each security procedure required by the State.

The need for orderly and safe evacuation during certain situations is critical to the safety of the occupants of a school building. If such a threat is deemed immediate, credible, and reasonable, the Principal or designee may order a non-fire building evacuation. In the event the Principal or designee believes a threat does not exist or immediate evacuation is not required, the Principal or designee shall review the situation with the Superintendent of Schools, who may consult with local law enforcement officials to review the threat risk.

A. Procedures in the Event it is Determined a Non-Fire Evacuation is Warranted

1. The Principal or designee will immediately order a non-fire evacuation of the school building. The notification process may be the school's fire alarm system, a notice over the school's public address system, or any other method deemed appropriate by the Principal or designee to inform building occupants to evacuate the school building. The evacuation may be an entire or partial building evacuation depending on the circumstances.
2. The Principal or designee will:
 - a. Immediately call local law enforcement officials;
 - b. Immediately call the Superintendent of Schools;

OPERATIONS
R8420
Emergency and Crisis Situations

M

Page 3 of 4

- c. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;
 - d. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and
 - e. Allow local enforcement officials to control the scene upon their arrival.
- 3. School staff members, upon receiving notice the school needs to be evacuated, will:
 - a. Instruct pupils not to use any electronic communication device until instructed otherwise;
 - b. Close the windows and doors of their vacated rooms and turn off any light or electrical switch;
 - c. Take the pupil roster and the day's attendance;
 - d. Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;
 - e. Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;
 - f. Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
 - g. Not speak to the media or permit media to interview any pupil.
- B. Procedures After it is Determined the School Building Can be Reoccupied
 - 1. The Principal or designee, upon a determination by school and law enforcement officials that the threat or risk is concluded, will direct the reoccupation of the building.

OPERATIONS
R8420
Emergency and Crisis Situations

M

Page 4 of 4

2. If it is determined the building is not safe to re-enter, the Principal or designee will notify school officials of the situation at the evacuation assembly locations. If it is determined pupils will be released for the day, the Principal or designee, in consultation with the Superintendent of Schools, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
3. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education - 2010

In Effect: October 2, 2012
Revised:

9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools of the district and acknowledges its duty to maintain order and preserve the facilities of the district during such events.

The Board may prohibit the attendance of any person at a school event whose conduct is disruptive. The Board prohibits the possession and consumption of alcoholic beverages, wagering or smoking (including electronic smoking devices) on school grounds.

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