

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

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8420/Page 1 of 2

Emergency and Crisis Situation

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8420 EMERGENCY AND CRISIS SITUATIONS

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The Board of Education recognizes its responsibility to provide for the safety ~~and~~ security ~~in each school building and social-emotional well-being of every student and staff member~~ in the district, ~~while in school buildings, on school grounds or in transit on school buses.~~ 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 ~~establishments~~ ~~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, ~~in-district mental health professionals,~~ 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~~.

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. Any procedures or regulations will be created with consideration for the age of students enrolled in the school and sensitive to the social and emotional well being of students.. 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 shall not be substituted for a required school security drill. Parents will be made aware by 5:00 pm of each school day when a drill does occur.

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The Board of Education is cognizant of the stress and anxiety that many students and staff experience as the result of preparing for the range of emergency situations encompassed by this policy. The Board directs that the training of staff, together with the planning and execution of drills, proactively address the need to reduce anxiety and help children feel safe. In accordance with the statewide NJ Drill Laws and NJ Drill Observation Checklist, the Board directs that:

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~~Staff, students and parents be notified at least 72 hours in advance of any upcoming active shooter, bomb threat, or lockdown drill in order to help prepare children at home and reminded at the initiation of any drill that it is, in fact, only a drill and not a real event.~~

1) Staff and students will be informed that the active shooter, bomb threat or lockdown is a drill and not a real event while the drill is occurring, including via intercom/loudspeaker and Emergency Mass Notification (EMN) system.

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2) Care for students during drills must be prioritized and included in every proposed drill plan, including (but not limited to) students caught in the hallway once a lockdown begins (to ensure that no child is left alone and without any supervision during a drill), the range of events and times of day which might find large groups of students outside of class, the manner in which students will be cared for if forced to exit school during inclement weather, and the accommodation of students with demonstrated anxiety or disabilities (including, but not limited to, students with IEPs and 504 plans).

3) In an effort to minimize lost instructional and classroom learning times, tabletop drill exercises may should be used in lieu of physical re-enactments with students (prioritizing more in-depth training for school staff

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~~who will most likely direct and supervise students during an emergency).~~ addition to actual drills in which students participate.

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- 4) Written plans and procedures drafted in compliance with this policy must contemplate and make provision for all reasonably foreseeable eventualities, including, but not limited to, the absence of key personnel designated for specific roles, the presence of untrained substitute teachers, parent volunteers, and contractor/vendor personnel, the precise manner in which fire and security personnel know how to navigate the building and obtain access to all locked closets and rooms.
- 4)5) The plans and procedures shall be reviewed annually, and updated as appropriate.

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 and vendor/contract employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis/crises, 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 inservice training program shall be reviewed annually and updated, as appropriate. The administration shall take steps to verify that the training has been comprehensive and effective.

~~In accordance with N.J.S.A. 18A:41-1, at least no more than 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. Any procedures or regulations will be created with consideration for the age of students enrolled in the school and sensitive to the social and emotional well-being of students, and will be approved by an in-district mental health professional. 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 shall not be substituted for a required school security drill. Parents will be made aware by the end of each school day when a drill does occur.~~

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal ~~is encouraged to~~ may invite representatives from local law enforcement and emergency responder agencies to attend and observe at least no more than four different security drills annually.

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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 and the Commissioner of Education.

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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