

8420 EMERGENCY AND CRISIS SITUATIONS (M)

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The Board of Education recognizes its responsibility to provide for the safety, security in each school building in the district, 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 shall will develop and implement comprehensive written plans, and procedures, and mechanisms that to provide for the protection of health, safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum: the protection of the 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 support~~ive~~ services for staff, students, and their families, in accordance with N.J.A.C. 6A:16-5.1(a).

Pursuant to N.J.S.A. 18A:41-6, "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 bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, ~~students,~~ and school and other community resources, as appropriate, in the development of the ~~school~~ district's plans, procedures, and mechanisms for school safety and security in accordance with N.J.A.C. 6A:16-5.1(b). 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. The plans, procedures, and mechanisms shall be reviewed annually and updated as appropriate.



Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.

A copy of the ~~school district's~~ school safety and security plan shall be disseminated to all ~~school district~~ employees pursuant to N.J.A.C. 6A:16-5.1(c), local law enforcement authorities, and local fire department. 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 notified 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 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 the this in-service training; ~~as appropriate~~, within sixty days of the effective date of their employment. The This in-service training program for all employees shall be reviewed annually and updated; as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with



the provisions of N.J.S.A. 18A:41-7.b. In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications, accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency



situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools~~ Employees of the district, whether occupying buildings of one or more stories, shall to keep all exterior doors and exits locked at all times except when necessary to comply with requirements set forth in Uniform Fire Code, including applicable requirements of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual ~~fire or~~ school security emergency that occurs at a school during the month ~~and~~ that includes activities which are the equivalent of a drill shall be considered a school security drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. In accordance with N.J.S.A. 18A:41-7a., nNotwithstanding any other provision of law to the contrary, the ~~school~~ district shall ensure that a school security drill that occurs when students are present:



1. Includes clear, developmentally and age-appropriate messaging to students and staff at the start and conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
 - a. These approaches shall include convening for students a developmentally appropriate conversation with a teacher or other appropriate staff member at the conclusion of the drill, as a result of which students exhibiting signs of trauma stemming from the drill shall be referred for appropriate care;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

Care for students during drills must be prioritized and included in every proposed drill plan, including providing support for students caught in the hallway once a lockdown begins, so as to ensure that no child is left alone and without any supervision during a drill, and accounting for times of day which might find large groups of students outside of class, as well as giving consideration for the manner in which students will be cared for if forced to exit school during inclement weather.



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:

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 at the start of the drill.

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. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill.

4. Does not include the use of fake blood, real or prop firearms, or the simulations of gunshots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee.

5. Written plans and procedures drafted in compliance with this policy must contemplate and make provision for reasonably foreseeable eventualities, including, but not limited to, the absence of key personnel



~~designated for specific roles, the presence of untrained substitute teachers, 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.~~

~~6. Does not require a student to role play as a victim, but may include first aid training in which students participate.~~

~~7. The plans and procedures shall be reviewed annually, and updated as appropriate.~~

~~8. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.~~

~~9. Parents will be made aware by the end of the day when a drill does occur.~~

~~Law enforcement personnel will be present for at least one school security drill in each school during each school year, in order to make any recommendations or changes to the school security drill that the officer may deem advisable.~~

The Principal or designee shall provide written notification to the parent/guardian of a student enrolled in the school following completion of a school security drills, which notice shall be provided to the parent/guardian by no later than the end of the school day on which the school security drill is conducted and will provide the parent/guardian information about the nature of the drill that is sufficient to facilitate discussion and reinforcement with the student.~~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 all school security drills, the Principal may invite representatives from local law enforcement and emergency responder agencies to attend and observe additional security drills, as needed.~~



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. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, pursuant to N.J.S.A. 18A:41-7a.c.

The ~~school~~ district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents/**guardians** of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, pursuant to N.J.S.A. 18A:41-7a.d-

The ~~school~~ district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, pursuant to N.J.S.A. 18A:41-7a.e-

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 in accordance with N.J.A.C. 6A:16-5.1.

The ~~school~~ district will be required to annually submit a security drill statement of assurance attesting to the completion of monthly school security drills to the New Jersey Department of Education/County Office of Education by June 30 of each school year, in accordance with N.J.A.C. 6A:30 App.A-. Each school in the district will be required to complete and retain a security drill record form as required by the New Jersey Department of Education.



POLICY

N.J.S.A. 2C:33-3

[N.J.S.A. App.A.:9-86](#)

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7;

18A:41-7a.; [18A:41-15](#); [18A:46.-2.15](#)

N.J.A.C. 6A:16-5.1; [6A:30 App.A.](#)

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