

# School Safety and Security Plan

**Academy for Urban Leadership Charter School (PERTH AMBOY)**

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*District*

*Academy for Urban Leadership Charter School (AULCS)*

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*School*

**08/24/22**

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*Date*

*Use this form to create your personalized School Safety and Security Plan. Each school safety and security plan must be reviewed at least once a year. It is recommended that this review be conducted by the third week in October, which coincides with Violence Awareness Week. Additionally, the plan must be reviewed and updated anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Pursuant to N.J.A.C. 6A:16-5.2, districts are required to include all key stakeholders in a collaborative effort to insure the safety of students, faculty and staff of all public schools throughout the State of New Jersey.*

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- M. Entry points are kept to a minimum and are clearly marked . . . . .
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- O. All windows lock securely; hardware and frames in good condition . . . . .
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**SECTION I: INTRODUCTION**

**A. Table of Contents N/A**

**B. School Master Schedule**

See attached document: Appendix B

**C. School Staff Roster with Emergency Numbers**

See attached document: Appendix C

**D. Members of District-Wide Planning Team & Contact Information**

AUL members can be contacted at 848-203-3742 at the extension listed next to their name.

Dr. Jeff White: ext. 101

Dr. Elizabeth Duran Swinford: ext.102

Ms. Long ext. 103

Mr. A. Williams ext. 149

Ms. M. Leonardo ext. 110

Ms. Emma Stark: ext. 153

Mr. P. Puntiel ext. 182

Mr. Rojas ext. 182

Ms. Pineiro ext. 175

Ms. L. Bulluck Ext 151

**E. Emergency Responders & Contact Information**

Raritan Bay Medical Center 732-442-3700 Bay

Behavioral Health 732-442-3794

Perth Amboy FD/EMS: 732-826-1112 Perth

Amboy Police Dept. 732-442-4400

Perth Amboy Juvenile Aid Bureau 732-442-1041

Middlesex County Traumatic Loss Coalition 732-235-2810

DGP&P 732-376-4700

American Red Cross (Princeton) 609-951-8550

Salvation Army 732-826-7040

Middlesex County Prosecutor 732-745-3300

Middlesex County Sheriff 732-745-3366

Middlesex County Hazardous Material 732-727-6626 Poison

Control Statewide 800-222-1222

PSE&G 1-800-880-7734

OEM 732-324-3853

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**F. List of Individuals Who will be Contacted in an Emergency**

Dr. Jeff White: Chief Lead School Administrator  
Dr. Elizabeth Duran Swinford: Principal Main Campus  
Ms. Tobi Knear: Interim Administrator Barclay Campus  
Ms. L. Bullock: Security/SSS: Barclay Campus

**G. Size, Location & Use of all Buildings**

Main Campus: 612 Amboy Ave, Perth Amboy, NJ 08861 Education: grades 9-12, approx. 25,000 square feet  
Barclay Campus: 295-299 Barclay Street, Perth Amboy, NJ 08861 Education: grades 7 & 8, about 18,000 square feet

**H. Number of Staff & Students Normally Present, along with any Scheduled Daily Difference in Population**

Barclay Campus: Students 80; Staff:18	Total 98
Main Campus: Students 340; Staff :60	Total 400

**SECTION II: STAKEHOLDER RESPONSIBILITIES**

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

AUL members can be contacted at 848-203-3742 at the extension listed next to their name.

Dr. Jeff White: ext 101

Dr. Elizabeth Swinford ext 102

Ms. Gail Long ext. 103

Mr. A. Williams ext. 149

Ms. Leonardo ext. 110

Mr. P. Puntiel ext. 182

Mr. Rojas ext. 182

Ms. Pineiro ext. 175

Ms. L. Bulluck ext 151

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

N/A

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

N/A

**D. Establish and communicate the warning signals or commands that alert staff and students to various emergency responses: Lockdown, Shelter in Place, Evacuation, Fire (See appendices).**

Lockdown: "Lockdown" will be announced 3 times in a row over the PA system.

Shelter-in-Place: Shelter-in-Place will be announced over the PA system.

Fire: The fire alarm will be activated to signal a fire evacuation.

Evacuation: The SA will announce "Evacuate Building Immediately" and give direction as to where to go and which route to follow depending on the reason for the evacuation.

The SA will announce "All Clear" when the event is over and it is safe to resume all activities. A second "All Clear" will be announced by another faculty/staff/administrator along with their name, the current date and time.

**E. Identify members of each building-based crisis response team**

Site administrator, administrative assistant, nurse, social worker, counselor, CPR/AED/first-aid trained faculty, security guard, custodian. Command Post is the SA's office (main office). Alternate command post site is the guidance office or business office.

MAIN CAMPUS:

SA: Dr. Elizabeth Swinford

AA: Ms. Nathaniel Higgins

Nurse: Ms. Komosinski

Social Worker: Ms. Leonardo

Counselors: Ms. Howlett

Security: P. Puntiel

Custodian: Fausto Sosa

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BARCLAY STREET:  
SA. Ms. Knehr  
AA: Ms. C. De Jesus  
Nurse: Ms. A. Pineiro  
Counselor: Ms. Stark  
Security: Mr. J. Rojas  
Custodian: Mr. Pedro Bonilla

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

Command Post is the Principal's office at each building. Alternate command post will be the main office, business office, or guidance office.

Incident Commander: Site Administrator or designee until help arrives.

Health Services-first-aid: Nurse addresses medical emergencies using the START and JUMP Start methods of triage until EMS arrives. Staff trained in CPR/First-aid/AED (Janet's Law) will be directed to the area where the injured are located to assist.

Safety Officer: Security or a staff member will be assigned to monitor the front door to let emergency responders into the building and direct them to the area where the injured people/incident are located. Counseling: School Counselors and social worker will be available to offer services to students/staff in need. Public Information Officer: Head of School will address all media and stakeholders about incident as information becomes available.

Student Supervision: Faculty and staff not directly involved with the crisis response team will supervise and account for students.

Student Accounting: Attendance officer and IT personnel will monitor student accounting from teachers and parent reunion organizer.

Parent reunion organizer: TBD

**G. Assign faculty and staff to primary and alternate emergency roles**

Faculty shall be responsible for the safety & supervision of students and shall remain with students until

directed otherwise. They should give appropriate directions to their students based upon the SA directives given. They should take attendance when their class relocates inside or outside of the building or evacuates to another location. Report missing/injured/additional students to the Incident Commander (SA) or designee. Render or obtain first aid services from the school nurse or person trained in first aid for injured students/staff.

Faculty not on the crisis response team will supervise students in their area, unless called upon for something else.

Counselors will assist where needed. Try to help staff/students remain calm and orderly.

Custodians will assist where needed. Survey and report building damage to the SA or designee.

Control main shut-off valves for gas, water, and electricity and ensure no hazard results from broken/downed lines. Provide damage control as needed.

Security will maintain a safe environment for students and staff. Monitor building access. Direct emergency responders upon their arrival at the scene.



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School secretary/office staff: Answer phones and assist in receiving and providing consistent information to callers. Provide for the safety of essential school records and documents. Execute assignments as directed by the SA or designee. Provide assistance to the SA as needed.  
Food service workers: Use, prepare, and serve food and water on a rationed basis whenever the feeding of students/staff becomes necessary during an incident. Execute assignments as directed by the SA.  
Bus drivers: Supervise the care of students if an incident occurs while students are in the bus. Transfer students to new location when directed. Execute assignments as directed by SA.  
Transport individuals in need of medical attention, if directed.  
School nurse: Administer first aid or emergency treatment as needed. Supervise administration of first aid by those trained to provide it. Organize first aid and medical supplies.

**H. Train all members on their responsibilities when a crisis occurs**  
Faculty/staff will be trained on hazard and incident awareness during PD sessions and using tabletop exercises. They will receive a copy of the school safety plans and be oriented to this plan. Drills will be held throughout the school year. First-aid/CPR/AED training will be offered once a year to all staff and students.

**I. Assess staff for specialized training or skills (CPR, EMT, etc.)**  
School nurse will supply a list of the teachers and staff who are currently certified in CPR/AED/First-aid. The 5 teachers/staff members required for Janet's Law will be selected from this list. See attached list Appendix J.

**SECTION III: TARGET-HARDENING INITIATIVES**

**A. Building Access**

All faculty, staff, and students have an ID card that has swiping capabilities. All people enter through the main entrance. Security is posted at each building's main entrance. Video surveillance is in place at the Main Campus, Barclay Street Campus, and Division Street Campus.

**B. Visitor Policy**

See attached appendix 9150 School Visitors.

**C. Delivery Procedures**

All deliveries are made using the main entrance, unless otherwise determined by need. They must show ID and sign in and out with security.

**D. Vendor and Contractor Policies**

See attached appendix D.

**E. Student Transportation Security (school buses, walking routes).**

Field trips: Security and bus personnel communicate via cell phone, as needed. The town provides crossing guards at some intersections. Some students walk, others are dropped off in the morning and picked up in the afternoon.

**E. Master Key/Access Code Distribution Policy**

The business administrator handles this task.

**G. Vehicular Access & Parking**

The school parking lot is small and primarily for school personnel given access to park there. Unauthorized vehicles will be towed away.

**H. Storage Areas (food, chemical, equipment, medication)**

All storage areas are locked and the proper authorized personnel have the keys.

**I. HVAC System Security**

Custodians will maintain all boiler rooms locked at all times and they will inspect HVAC and boilers daily to ensure they are running properly. All custodians are required to have or obtain a black seal boiler license.

**J. Each School Facility has visible signage identifying school**

Yes

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

Yes

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

Yes

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

Yes

**N. Main office has communication capability with all classrooms**

Main office can communicate via PA system, email, text messages, phone call, walkie talkies.

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

Yes

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

Yes

## **POLICIES**

**Q. Gang(s)**

See attached appendix E.

**R. Bullying, Harassment & Intimidation**

See attached appendix F.

## **PREVENTION/INTERVENTION PROGRAMS**

**S. Anti-bullying (cyber-bullying)**

Topic is covered in Health classes.

Step Up program covers this topic.

**T. Character Education**

We have a Week of Respect.

Topic is covered in Health classes.

Step Up program covers this topic.

**U. Conflict Resolution**

Topic is covered in Health classes.

Step Up program covers this topic.

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**V. Gang Awareness & Education**

Topic is covered in Health classes.

SSS will ask local law enforcement for updates regarding current/emerging gang activity locally.

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**W. Internet Safety**

IT personnel manage our internet safety. All students and staff sign an acceptable use form before computers are dispersed. Sites are monitored/blocked by IT personnel. Go Guardian is used by faculty to monitor student computer usage. There is a robust firewall to protect computers and information.

**X. Peer Mediation**

Step Up program covers this topic and trains students to become peer mediators.

**Y. Other**

Supervision of construction: see appendix 7243

**Z. Other**

Indoor air quality: see attached appendix 7421

**AA. Other**

Drug free workplace: see attached appendix 7436  
School safety: see attached appendix 7430  
School security program: see attached appendix 7446

**REVIEW OF DOCUMENTS/DATA**

**BB. Electronic Violence & Vandalism Report (EVVRS)**

Reports are created and checked throughout the year by the BA.

**CC. School Security Incident Reports (SSIR)**

Now called School Safety Data System: SSDS  
BA creates this report and updates it throughout the year.

**ALL-HAZARDS ANALYSIS**

**DD. Physical Environment in/around school building & community**

School grounds were inspected and passed inspection.

**EE. School Climate & Culture**

Grades 7-12 were given the Scholar Century Survey.  
Faculty were given the UPBEAT survey.  
Parents were given the Satisfaction survey.

**FF. Technological (cyber-security, computer usage)**

NA

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### **GG. Natural Disaster Risk**

Natural:

Severe thunderstorm/lightning; severe winter storm; flood; extreme temperatures; hurricanes and tropical storms; tornado.

### **HH. Crime & Violence Potential, including current/emerging gang activity**

SSS has contact with PAPD and receives updates from them as they become available.

**SECTION IV: COMMUNICATION PROCEDURES**

**A. Emergency Responders**

The SA or designee will assess the situation and call for emergency responders: 9-1-1 or use 911 Inform.

**B. Staff**

The SA or designee will announce the emergency over the PA system, text, cell phone, runners, or email using predetermined, clear wording to alert the staff. Further directions will be given, as needed.

**C. Students**

The SA or designee will inform the students via announcement over the PA system, runners, email and/or web site post.

**D. Parents/Guardians**

The Head of School will communicate with parents/guardians via robo call, email, letter correspondence, and web site/social media post. Faculty and staff do not need to communicate with parents/guardians, as the Head of School will handle this task.

**E. Media**

The Head of School will relay approved/confirmed /factual information to the media, as it becomes available. Faculty and students do not need to speak with the media, as the Head of School will handle this task.

**PROCEDURES & PROTOCOLS**

**F. Assisting the Special Needs Population (students & staff)**

The SA will assist the special needs population.

**G. Accountability of students during a crisis**

Teachers/staff are held accountable for students during a crisis. They contact the main office with information about the number of students in their care and provide a list of missing /additional/injured students. Students sign out and in to use the bathroom or to get water, so we have general knowledge of their whereabouts. IT person and attendance officer will assist with the accounting of students.

**H. Primary & Alternate Evacuation Locations**

Main Campus: Ukranian Assumption School, 380 Meredith Street, Perth Amboy, NJ  
Contact: Principal Lissette Shumny 732-826-8721  
Barclay Campus: Holy Trinity Church, 315 Lawrie St. Perth Amboy, NJ  
Contact: Rev. Machado 732-442-0512

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**I. District-wide Continuity of Operations & Education Plan**

To ensure that there are procedures in place to maintain or rapidly resume essential operations within the school after an incident that disrupts normal activities or services to the school, a continuity of operations



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plan is established.  
The Head of School/principal will determine when to close schools and/or send staff/students to alternate locations. They will relay information internally to staff/students; communicate with parents/guardians/ media; identify relocation areas for classrooms and administrative operations, if needed; brief and train staff for their additional responsibilities, if needed.  
If possible, faculty and staff will report to work. Students can continue their lessons via packets sent home, google classroom, google hangouts, and/or emails.

**J. Food Security-Bio-Security**  
See attached appendix G.

**K. Active Shooter Situation**

The SA or designee will evaluate the available information to determine the appropriate response. All faculty and staff will then follow the guidelines for the chosen response, unless otherwise directed. "Run-hide-fight" is the current active shooter protocol.

**SCHOOL ADMINISTRATORS:**

1. The SA or designee will implement a "Lockdown" and communicate this to staff & students using the predetermined language and communication protocols, as well as, the AA will activate the lockdown lights/alert/call to police by pressing the button. If the location of the violent intruder is known, include this in the announcement so staff and students can gauge whether they have an opportunity to evacuate versus lockdown. If they are able to evacuate, they should go to the alternate location. Direct staff and students outside the building to go to the alternate location. The main office becomes the command post. Retrieve "the school administrator's emergency toolbox".
2. SA or designee directs a staff member to call 9-1-1 or use 911 Inform. Caller gives the name/location of school, and describes the situation; if known: indicates if the perpetrator (s)has(have) been identified or isolated; suspect(s) identity; type of weapon(s) the suspect(s) has(have); where suspect (s)was/were last seen; any comments made by the suspect(s); type, description, location of possible planted explosive devices; location of victims and describe any medical injuries; actions taken by the school and whether there is on- site security or law enforcement officers.
3. If possible, switch school notification system to manual mode. If feasible and necessary, deactivate the fire alarm pull stations until the appropriate emergency responder arrives on the scene and assumes the role of incident commander. Do not disengage all fire sensors during this process. Hold the bells if the shooting occurred in a common area where students travel during change of classes.
4. Provide first-aid to injured.
5. Designate a staff member in the main office to monitor communication with classrooms, another person to meet emergency personnel upon their arrival.
6. Do not check the building or attempt to assess the situation.
7. Allow the emergency personnel to control the scene upon their arrival. They'll follow their set policies for an active shooter.
8. Ensure that all buses en route to the school are redirected to the predesignated alternate location.
9. If suspect has left the building, secure all exterior doors to prevent re-entry.
10. Follow predetermined communication protocols to contact and advise:
  - A. Head of District/School
  - B. Board of Trustees
  - C. Parents/guardians

D. Media: The Head of School will handle this task.

11. Provide liaison for family members of any injured students/staff.
12. Activate Recovery procedures as appropriate: Conduct a debriefing; provide crisis counseling.
13. Document all actions taken.

**FACULTY & STAFF:**

1. A "Lockdown" is initiated by an administrator.
2. If you and your students cannot safely evacuate the building(run) and report to the alternate location, then implement predetermined school approved lockdown procedures. Ignore all bells and alarms, unless you see fire or smoke, or until notified by the incident commander to evacuate.
3. Immediately secure all staff, students and visitors, including those from hallways, behind locked doors. Teachers who are not in a scheduled class will go into the nearest classroom to assist with student safety. People in bathrooms must follow the predetermined bathroom lockdown guidelines (posted on the inside of each bathroom stall door).
4. Instruct classroom occupants to get on the floor and stay away from windows and doors.
5. Keep classrooms quiet and discourage the use of cell phones.
6. Turn lights and Smart Board off and close shades on doors.
7. Prepare a plan of action if the intruder gains entry e.g., an all-out assault on the intruder.
7. Do not permit anyone to leave the room or open the door until notified by the incident commander or designee.
8. Account for all staff, students, visitors and report any additional non-class students in the room and any missing students to the main office via phone, text, email. Post room count on exterior window.
9. If an intruder tries to enter the classroom, or if medical assistance is needed, communicate with the main office.
10. Everyone remains in Lockdown mode until the situation is deemed safe and an "All Clear" announcement ending the lockdown is made by a school administrator or incident commander and one other person who announces the "All Clear" including the date and current time. In a real lockdown, police personnel will release 1 room at a time.

**L. Lockdown**

A Lockdown is used to isolate building occupants from potentially violent intruder(s). The SA or designee will evaluate the available information to determine the appropriate response. All faculty and staff will then follow the school's predetermined guidelines for the chosen response, "Lockdown", unless otherwise directed.

**SCHOOL ADMINISTRATORS:**

1. The SA or designee will implement a "Lockdown" and communicates this to staff & students using the PA system and predetermined language and communication protocols., as well as, the AA will activate the lockdown lights/alert/call to police by pressing the button. Direct staff and students outside the building to go to the alternate location. The main office becomes the command post. Retrieve "the school administrator's emergency toolbox".
2. SA or designee directs staff to calls 9-1-1 or use 911 Inform. Caller gives the name/location of school, and describes the situation and reason for the lockdown.
3. If possible, switch school notification system to manual mode. If feasible and necessary, deactivate the fire alarm pull stations until the appropriate emergency responder arrives on the scene and assumes the role of incident commander. Do not disengage all fire sensors during this process. Advise faculty/students

to disregard the fire alarm and bells.

4. Designate a staff member in the main office to monitor communication with classrooms, another person to meet emergency personnel upon their arrival. No one enters the building, except emergency personnel.

5. Do not check the building or attempt to assess the situation.

6. Allow the emergency personnel to control the scene upon their arrival.

7. Ensure that all buses en route to the school are redirected to the predesignated alternate location.

8. Follow predetermined communication protocols to contact and advise:

A. Head of School

B. Board of Trustees

C. Parents/guardians

D. Media: Head of School or designee will handle this task.

**FACULTY & STAFF:**

1. A "Lockdown" is initiated by an administrator.

2. Implement predetermined school approved lockdown procedures. Ignore all bells and alarms, unless you see fire or smoke, or until notified by the incident commander to evacuate or the 2nd "All Clear" message is delivered.

3. Immediately secure all staff, students and visitors, including those from hallways, behind locked doors. Teachers who are not in a scheduled class will go into the nearest classrooms to assist with student safety. People in bathrooms must follow the predetermined bathroom lockdown guidelines.(posted on the inside of each bathroom stall door).

4. Instruct classroom occupants to get on the floor and stay away from windows and doors.

5. Keep classrooms quiet and discourage the use of cell phones.

6. Turn lights and Smart Board off and close shades on doors.

7. Do not permit anyone to leave the room or open the door until notified by the incident commander or designee.

8. Account for all staff, students, visitors and report any additional non-class students in the room and any missing students to the main office via phone, text, email. Post room count on exterior window.

9. If an intruder tries to enter the classroom, or if medical assistance is needed,communicate with the main office.

10. Everyone remains in Lockdown mode until the situation is deemed safe and an "All Clear" announcement ending the lockdown is made by a school administrator or incident commander and one other person who announces the "All Clear" including the date and current time. In a real lockdown, police personnel will release 1 room at a time.

**M. Evacuation**

3 types of evacuation: on-site location within the school; on-site location outside of the school; off-site location with a partner school or facility(alternate location).

**SCHOOL ADMINISTRATORS:**

1. Assess the situation as incident commander and remain in the command post until the appropriate authority arrives on the scene.

2. Evaluate the hazard and determine if evacuation is necessary.

3. If the situation poses a significant risk or a threat is reasonably confirmed, implement an "Evacuation".

4. Direct staff to call 9-1-1 or use 911 Inform to describe the emergency situation and reveal if any of the school has been

evacuated.

5. Communicate the need to evacuate to staff members and students using the school's predetermined language and communication protocols.
6. Direct staff and students to move immediately to the predetermined evacuation assembly locations. If an off-site evacuation is necessary, instruct staff/students to evacuate to alternate site. Notify receiving site prior to initiation of the off-site movement. Implement parent/student release procedures at the off-site location.
7. Staff/nurse should take the "emergency go kit" and "Emergency Medical Bag".
8. Allow emergency personnel to control the scene upon their arrival. They'll follow their set policies for an evacuation situation. Be prepared to meet an emergency responder at a designated location.
9. Ensure that all buses in route to the school are redirected to the predesignated alternate location.
10. Monitor the situation and provide updates and additional instructions as needed.
11. Staff and students will remain at evacuation location until clearance is given to reenter the building or the decision has been made to release students to parents/guardians.
12. Follow predetermined communication protocols to contact and advise:
  - A. Head of School
  - B. Parents/guardians
  - C. Media: Head of School or designee will communicate with the media.

**FACULTY/STAFF:**

1. Direct students to evacuate building quickly and quietly.
2. Take laptop with class list showing current attendance.
3. Follow your own class, closing the door behind you. Use evacuation route unless blocked by smoke/fire/ obstructions/suspicious item(s). Use alternate route if normal route is unsafe to use.
4. Meet your students at predetermined emergency assembly area and take attendance/check for injuries. Display a "GREEN" card if all students are accounted for and no one is in need of assistance. Display a "YELLOW" card if you need administrative assistance with an issue. Display a "RED" card if immediate action is needed; you're missing a student; or medical care is needed.
5. Remain with your students and keep them calm and orderly until the "All Clear" is given or until you receive other instructions.
6. If direction is given to move to the alternate location, do so, giving clear instructions to students and supervising their crossing of the streets in a safe manner. Follow the predetermined route to the alternate location. Take attendance once you are at the alternate location and follow the same reporting procedure using the green, yellow, or red cards.
7. Wait for further instructions from the SA or designee.

**N. Bomb Threat or Incident**

Take all bomb threats seriously until they can be assessed. Start the threat assessment as a low risk and increase it as the totality of the circumstances develops. **SCHOOL ADMINISTRATORS:**

1. Upon first indication of the receipt of a bomb threat, call 9-1-1 or use 911 Inform. Do not use a cell phone or two-way radio. Then assess the situation and determine if there is reasonable cause to believe that an explosive device is present, based on the totality of the circumstances. If there is reasonable cause to believe that an explosive device is present and an evacuation is warranted, notify school occupants to evacuate using the school's predetermined communication protocols and evacuation procedures.

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2. Ensure evacuation routes and assembly area(s) are clear of suspicious items. If buses will be used, ensure they are clear of any suspicious items, too.
3. THREAT ASSESSMENT:
- LOW RISK: Threat lacks realism; threat is vague and indirect; information contained within the threat is inconsistent, implausible, or lacks detail; caller is definitely known and has called numerous times; threat was discovered instead of delivered(written on wall). Probable motive is to cause disruption. Call for a Shelter in Place. Search building with police. If nothing is discovered, then resume normal operations.
- MEDIUM RISK: Increased level of realism; threat that could be carried out, although it may not appear entirely realistic. Threat is direct and feasible; wording in the threat suggests the perpetrator has given some thought on how the act will be carried out; may include indications of a possible place and time; no strong indication that the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility; indication that the perpetrator has details regarding the availability of components needed to construct a bomb; increased specificity to the threat("I am serious "or "I really mean it".
- HIGH RISK: Specific and realistic. Threat appears to pose an immediate and serious danger to the safety of others. Threat is direct, specific, and realistic: may include names of possible victims, date, specific time, and type/location of device; perpetrator provides his/her identity; threat suggests concrete steps have been taken toward carrying out the threat; perpetrator makes statements indicating they have practiced with a weapon or have had the intended victim(s) under surveillance; intelligence from reliable sources indicate that an attack is pending.
4. Allow emergency responders to control the scene upon their arrival. They'll follow their set policies for a bomb threat situation. Be prepared to meet an emergency responder at a designated location. Conduct a search of the building with law enforcement personnel.
5. Students and staff will evacuate the building and report to designated evacuation assembly locations. Must be at least 1000 feet away from building and behind cover. Staff brings class attendance /student emergency contact information. Nurse takes "Emergency Go Kit".
6. Ensure that all buses en route to the school are redirected to the predesignated alternate location.
7. Follow predetermined communication protocols to contact and advise:
- A. Head of School
  - B. Parents/guardians
  - C. Media: Head of School will communicate with all media, not faculty/staff/students.
7. Staff and students will remain at the evacuation assembly location(s) until clearance is given to reenter the building or the decision has been made to release the students to parents/guardians(follow predetermined parent/student reunification procedures). The SA is responsible for determining the reentry of the school based upon information provided by law enforcement officials.
9. If there is not a reasonable cause to believe that an explosive device is present:
- A. Confer with law enforcement and fire officials and determine the appropriate response to be taken.
  - B. Maintain contact with the Head of School.
  - C. When safe, contact and advise parents/guardians using the school's predetermined communication protocols.
  - D. Continue with normal operations.
- FACULTY/STAFF:
1. Upon bomb threat notification from SA: scan room/hallway for suspicious item(s). Do not touch or move any suspicious item(s). Report findings to SA via regular phone, written message, a runner. Do not use a cell

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- phone or two-way radio.
- 2. If instructed to evacuate, take your class, attendance & student emergency information with you to the evacuation location. Escort your students along the evacuation route and insure their safety at intersections.
- 3. Take attendance at evacuation site and report any missing/injured/extra students to the attendance officer or SA. Remain at evacuation site until directed to do otherwise.
- 3. If instructed to Shelter in Place, follow the school's predetermined protocols for this response.

**RECEIVING A THREAT:**

**1. PHONED THREAT:**

- Remain calm and do not hang up
- If possible, signal other staff members to listen. Notify the SA and authorities
- If the phone has a display, copy the number and/or letters on the window display Write down the exact wording of the threat
- Keep the caller on the phone for as long as possible, use the Bomb Threat Checklist\* to gather as much information as possible. \* attached in appendix
- Record, if possible
- Fill out the Bomb Threat Checklist immediately
- Be available for interviews with the building's emergency response team and law enforcement

**2. VERBAL THREAT:**

- If the perpetrator leaves, note which direction they went Notify the SA and authorities
- Write down the threat exactly as it was communicated
- Note the description of the person who made the threat: name(if known), race, gender, body size(height/ weight), type/color of clothing, hair & eye color, voice(deep, loud, accent), distinguishing features

**3. WRITTEN THREAT:**

- Handle the document as little as possible
- Notify the SA and authorities
- Rewrite the threat exactly as is on another sheet of paper. Note the following:
  - Date/time/location document was found
  - Any situations or conditions surrounding the discovery/ delivery
  - Full names of personnel who saw the threat
  - Secure the original threat; do not alter it in any way
  - If small/removable, place in a bag or envelope If large/stationary, secure the location

**4. E-MAILED THREAT:**

- Leave the message open on the computer
- Notify the SA and authorities
- Print, photograph, or copy the message and subject line. Note the date and time

**O. Media Communication**

The Head of School or designee will be the liaison for all media communication. This person will select the site and times the media will be addressed, once factual information has been approved for release and is within appropriate legal and operational guidelines. The statement will be collaborated with emergency

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personnel to create a consistent message within the limits of confidentiality. Names of victims or persons involved will not be released. The wishes of families and victims will be taken into consideration. Further factual information will be released as it becomes available. Make it clear to faculty/staff/students that representatives of the media must only communicate with the head of school or designee. Students under 18 years of age cannot be photographed/videotaped/interviewed by the media while under school supervision without parental consent.

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**P. Shelter-in-Place**

"SECURE THE BUILDING": Used to protect building occupants from potential dangers outside the building.

**SCHOOL ADMINISTRATOR(S):**

1. Communicate the need to secure the building using the school's predetermined language and protocols.
2. No staff/students allowed outside of the building.
3. All exterior doors are closed & locked.
4. Staff and students should remain inside their rooms with the doors closed.
5. Security personnel guard the main entrance to control access. No one in/out unless they're emergency responders.
6. If the fire alarm has been activated, evacuate the building and contact the police.
7. If buses are scheduled to arrive/depart from the building, they should remain off-site until the situation is resolved.
8. When the threat has been mitigated, announce the two predetermined "All Clear" announcements to return to normal operations.

**FACULTY/STAFF:**

1. Upon receiving the announcement to secure the building, close the classroom door.
2. Continue normal operations within your room.
3. Do not open exterior doors.
4. Do not allow students to exit the building.
5. If a fire alarm has been activated, evacuate the building.
6. Wait for the 2 announcements "All Clear" before returning to full normal operations.

"SHELTER IN PLACE": Used to temporarily separate staff/students from a hazardous outdoor atmosphere, such as extreme weather, an airborne chemical release, or the deployment of a weapon of mass destruction.

**SCHOOL ADMINISTRATOR(S):**

1. Notify 9-1-1 or use 911 Inform immediately.
2. Announce "Shelter-in-Place" and advise staff/students to disregard the fire alarms unless they see smoke/fire or are directed to evacuate by the SA based on guidance from the Fire & Rescue department.
3. Shut down HVAC, exhaust, and roof ventilators.
4. All windows and doors are closed, locked, and sealed with tape, towels, and other materials, if available, that will hinder air flow.
5. Security will place a sign on front door making notification of Shelter in Place emergency.
6. No one is allowed to enter/exit the building until public safety officials arrive and assess.
7. Exposed or contaminated people will be kept separate from the rest of the school population and directed to wash with soap & water.
8. If possible, alternative clothing for exposed individuals will be provided and contaminated clothing will



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be removed and sealed in plastic bags.  
9. SA will be provided with updates and additional instructions from public safety officials.  
10. When the threat has been mitigated, SA will make an announcement to return to normal operations. FACULTY/STAFF:  
1. Stay in your classroom with your students. Quickly sweep staff/students from hallway into your room, if possible.  
2. All windows and doors are to be closed, locked and sealed, with tape, towels, and other materials, if available, that will hinder air flow.  
3. Take attendance and report any missing or extra students to the main office or the attendance office.  
4. Wait for further directions from the SA.

**Q. Reverse Evacuation**

The process for moving staff/students indoors quickly. It's an emergency where a dangerous situation exists outside the building. Following a reverse evacuation, either a lockdown or shelter-in-place could be initiated, depending on the threat.

**SCHOOL ADMINISTRATOR(S):**

1. Upon official notification of an external threat, SA will notify staff/students to come inside the building and report to their preassigned area until further notice.
2. When the threat has been mitigated, SA will make an announcement to return to normal operations.
3. If the threat has not been mitigated, SA will decide whether a lockdown or shelter in place is in order. The SA will announce the need for a lockdown or shelter in place over the PA system using the school's predetermined language and protocols.

**FACULTY/STAFF:**

1. Upon notification of a reverse evacuation, proceed to bring your class back into the building and report to the assigned area.
2. Take attendance and report this to the main office or attendance officer.
3. Be prepared to either lockdown or shelter in place, if directed by SA, depending on the threat.
4. Follow the school's procedures for either a lockdown or shelter in place, until directed by the SA to do otherwise.

**R. Student or Staff Member Suicide or Death**

The response to this type of a crisis should be time-limited, problem-focused interventions designed to determine the facts, disseminate accurate information, restore equilibrium, and support productive, appropriate responses. The Administration shall provide the support, control and structure necessary to stabilize the crisis and return to a healthy learning environment.

**Death On-Campus:**

1. SA or designee verifies the information and calls 9-1-1 or use 911 Inform. Keep the area secure. Limit access until police arrive.
2. Place building on a Medical Lockdown and hold classes.
3. Separate all witnesses until police arrive. Document any statements made by witnesses, but do not conduct interviews.
4. Principal or designee notifies the Head of School and provides information about the situation and actions taken.
5. Principal or designee notifies faculty/staff in an email and directs them not to repeat the information until verification is obtained.

5. Principal or designee contacts parents/guardians/family of deceased person when appropriate and given permission by the police or Head of School.
  6. Head of School handles all media inquiries. Prepares a formal announcement or statement of the facts to reduce rumors.
  7. Complete an incident report.
  8. Communicate with parents/guardians via letter sent home briefly explaining the incident and support available at school.
  9. Assign rooms to be used for grief counseling for faculty/staff/students.
  10. Administration/counselors meet with faculty/staff/students for support.
  11. Provide funeral/visitation information if affected family has given permission.
  12. Notify bus drivers to be alert for students who show signs of emotional distress. Have them report findings to the principal or designee.
- Death not on campus:
1. Principal or designee will obtain from police immediate verification of the death and pertinent facts.
  2. Principal or designee will notify appropriate parties.
  3. If news is received during the school day, arrange immediate escort home of deceased's siblings and other family members.
  4. Arrange emergency faculty/staff meeting asap to disclose all relevant facts pertaining to sudden death and to allow time for immediate staff reactions.
  5. If the loss was the result of a suicide, school social worker/guidance counselors will update or compile list of all students at-risk for possible suicide ideation.
  6. Meet with all students in small groups(classrooms) only to announce to them briefly the necessary facts and to give them the locations of crisis/care stations and time availability. After discussion, students return to regular classes unless there is an agreed need to dismiss them in accordance with preplanned protocol.
  7. Contact prearranged community support: Middlesex County Traumatic Loss Coalition.
  8. Initiate survivor group counseling for students who were closest to the deceased, for other concerned/ troubled students and for faculty/staff members.
  9. If possible, reschedule impending stressful academic work/tests.
- Avoid PA system announcements, except maybe for a moment of silence in memory of the deceased.
10. Memorial activities should focus on prevention and education.
  11. Avoid activities which in any way glamorize the death and in the case of suicide or lead to copycat behavior or in the case of homicide lead to an escalation of violence.
  12. Inform local hotline and mental health center of events at school so they can be prepared to meet students' needs.
  13. Provide communication with parents of the other students through telephone and written notice. Review school/community resources they may wish to utilize. Remind them of their child's special needs during this time.
  14. Contact administrators in surrounding schools. The aftermath of tragedy also affects students and staff in other schools.

**S. School Transportation Incident (accident, breakdown, etc.)**  
SCHOOL ADMINISTRATOR(S): An administrator should report to the scene of a local bus accident involving injured faculty/staff/students, unless it's unsafe to do so. Administration/staff on bus:

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1. Ensure that 9-1-1 has been called.
2. Determine if any staff/students were injured and the extent of their injuries.
3. Account for all who were on the bus.
4. Determine if the injured will be transported to the hospital, if so, which one.
5. Notify parents/guardians, or emergency contact designee of students involved.
6. Notify staff members' emergency contact person.
7. School personnel should accompany injured student/staff to hospital, if possible.
8. An Administrator should go to the hospital to provide emotional support to the injured and their families.
9. Contact mental health services for assistance, if needed.
10. Refer all media inquiries to the police.
11. Provide information to the faculty.

**T. Field Trip Incident**

**FACULTY/STAFF:**

1. Call 9-1-1 and provide information about the incident. Do not hang up until the 9-1-1 operator tells you to do so.
2. Attend to medical needs, injuries or complaints of pain.
3. Notify school Principal/designee and provide updates and actions being taken.
4. Principal/designee notifies the Head of School and provides information and actions being taken.
5. Principal considers sending school personnel to the scene; hospital; police department.
6. Principal/designee contacts parents/guardians with updates and actions being taken. Communicates any meeting/pick-up times at the school.
7. Be prepared to handle media inquiries. Head of School will handle this task.
8. Principal should prepare an incident report asap.

**U. Fire Alarm or Fire Emergency**

**SCHOOL ADMINISTRATORS:**

1. Call 9-1-1 or use 911 Inform and provide them with information about the emergency: school address and location of fire, if known.
2. Ensure the fire alarm has sounded. If known, communicate changes in evacuation route(s) based on location of fire/smoke.
3. Meet with emergency responders and convey, if known, location of fire/smoke/injured people/names of missing persons. Provide floor plans, alarm locations.
4. Bring the emergency go-kit and emergency medical bag out of the building.
5. Determine if circumstances warrant moving the faculty/staff/students to the alternate location.
6. Monitor the situation and provide updates and additional instructions, as needed.
7. Communicate when it's safe to re-enter the building or follow procedures for student release to parents/ guardians in the event a re-entry is not possible.
8. Document all actions taken.

9. If it was a false alarm, SA must notify police. An investigation should follow. **FACULTY/STAFF:**

1. Upon discovery of a fire/smoke/smell of gas/an explosion, activate the fire alarm system by accessing the nearest manual pull station.
2. Contact the SA and main office to provide information about the emergency.

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3. Implement evacuation procedures: evacuate building using emergency exit routes. Use an alternate exit route if the primary one is blocked or hazardous.
4. Close classroom door. Do not lock it.
5. Take roll book or laptop to take student attendance once safely outside of the building.
6. When outside the building at the predetermined area, check for injuries, account for students, and report any missing, extra or injured students to the Attendance Officer or an administrator.
7. Maintain control of students and wait for additional instructions.

**V. Gas Leak or Hazardous Materials Incident**

**SCHOOL ADMINISTRATOR(S):**

1. Do not ring the fire alarm or use electrical devices.
2. Do not turn on/off any switches
3. Do not use a cell phone or two-way radio.
4. Leave everything as is.
5. SA will evacuate the building using an in person notification to each class, floor, area.
6. Follow the school's evacuation protocols and procedures. Evacuate to assembly area outside of the building or to the alternate location, if instructed to do so.
7. Call 9-1-1 or use 911 Inform as evacuation is in progress.
8. Upon arrival of emergency personnel, make available the location of the leak, if known; knowledge of anyone remaining in the building; floor plans.
9. Remain outside of the building until directed to do otherwise by the Principal or designee.
10. Head of School will address all media inquiries.
11. SA will complete an incident report

**asap. FACULTY/STAFF:**

1. Upon notification to evacuate the building, follow the school's evacuation procedures and protocols.
2. Take your class attendance roster and your class ,quietly and quickly, to the assembly area outside of the building. Take attendance and report any missing/extra students/injuries to the attendance officer.
3. Remain at the assembly area or alternate location until instructed to do otherwise.

**W. Staff Misconduct**

**SCHOOL ADMINISTRATOR(S):**

1. Upon receipt of information about a staff member's alleged misconduct, SA fills out a Staff Incident Report and an investigation ensues.
2. Depending upon the information gathered, the result of the misconduct might be a write-up to be placed in the staff member's file, a suspension, or termination. The Board of Trustees will make a final decision based upon the results of the staff misconduct investigation.

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**X. Suspicious Mail**

**SUSPICIOUS MAIL/PACKAGE:**

Has excessive postage/tape; foreign post mark; no return address; postmark and return address don't match; oily stains on it; odor; crystalization or residue on it; person no longer with the school; misspelled; rigid or bumpy; lopsided or uneven; incorrect title; addressed to title only; badly typed or written.

**SCHOOL ADMINISTRATOR(S):** If a suspicious package/item/mail is discovered:

1. Based upon all information received, determine the type of response, and relay that information to staff/

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students. Shelter-in-place/ lockdown/ evacuation.

2. Call local law enforcement. Once they arrive on the scene, they'll take over and follow their protocols for the emergency.

**FACULTY/STAFF:**

1. Notify SA of any suspicious package/item/mail.
2. Follow predetermined protocols for the response chosen by the SA.
3. Account for all students and keep them quiet and calm.
4. Wait for further directions from the SA.

**PERSON WHO RECEIVED/FOUND THE ITEM/PACKAGE/MAIL:**

1. Notify the SA immediately.
2. Handle it with care. Do not shake or bump it.
3. Isolate it immediately and anyone who touched it.
4. Don't open, smell, touch, or taste it.
5. Treat it as suspect. Call local law enforcement.
6. Once police personnel arrive, they'll take over the scene.

**Y. Missing Student or Staff Member**

A student is considered missing if they are not accounted for at school, on school property, at a school

activity, or while traveling to and from school. Abduction/kidnapping is the unauthorized and unlawful removal of a student from school property, a school activity, or from a school bus without consent either from school officials and/or parent(s)/guardian(s).

**SCHOOL ADMINISTRATOR(S):**

1. Upon notification and confirmation, the Principal or designee will notify the police and provide the following information: Student's name/age/sex/physical description(height,weight,hair & eye color/ clothing), a current picture, last known address, parent/guardian's name, emergency contact number, and place of employment.
2. Principal or designee will contact the parent(s)/guardian(s) of the missing child to report absence/status.
3. SA will provide school personnel with a description of the missing child.
4. If the event happens during the school day, the SA will assign school personnel to search the building/ grounds for the missing child. Hold the bells until the student is located or the search is complete.
5. Interview friend(s) of the missing student and the last person to see the student.
6. If the event happened while the student was on the way to or from school, contact the bus driver, crossing guard or safety patrol, if applicable.
7. Double check that the child didn't get on the wrong bus or is still on the bus. Confirm that the student walked to or from school instead of taking the bus or getting a ride. Check if the student might be at another school event or an appointment.
8. Document all actions

taken. **FACULTY/STAFF:**

1. Verify the child is missing and notify the SA and main office.
2. Provide a physical description of the student if needed.
3. Assist with the search of the building and grounds.
4. If student is located, notify SA and main office.

**Missing Staff Member:**

1. Any faculty/staff member who suspects a staff member is missing should notify the Principal or designee.

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2. Principal or designee tries to contact staff member to confirm they are not absent or late, rather than missing. Contact staff member's emergency contact to inquire about the members whereabouts.  
3. If unable to locate the staff member or gather information to confirm their whereabouts, SA calls the police to report a missing employee.  
4. Police will take over the investigation and contact the missing staff member's emergency contact person to continue with their investigation.

**Z. Natural Disaster or Extreme Weather Conditions**

Tornado WATCH in the area: forecast of severe weather in area; normal activities continue; no school-wide

announcement; principal or designee monitors the situation. SCHOOL ADMINISTRATOR(S):

1. Monitor the National Weather Service on the radio/tv/internet for updates.
2. Notify building custodians of potential utility failure.
3. Advise staff to stay alert for any warning signs of an approaching severe thunderstorm or tornado.
4. Consider bringing all staff/students indoors.
5. Consider closing all windows.
6. Review drill procedures and location of shelter areas.
7. Review severe weather procedures with staff/students.

If a tornado WARNING has been issued for the area encompassing your school, or a tornado has been spotted near your school:

SCHOOL ADMINISTRATOR(S):

1. Notify staff of the change in weather status (watch upgraded to a warning).
2. Call emergency numbers as needed.
3. Move staff/students from temporary structures and outside the building inside to the first floor. Move staff/students from upper floors to the interior hallways on the first floor. Avoid windows, gyms, and any wide span or overhead structure. North and East walls are preferable to South and West walls.
4. Delay bus departures.
5. Continue to monitor NWS/radio/tv/internet and take appropriate action when tornado warning is issued or a tornado is sighted. Direct all staff/students to sit on the floor in a fetal position with face and head protected in the shelter area/hallway and wait for additional instructions. Do not use the fire alarm for a tornado warning.
6. Monitor the situation and provide updates and additional instructions as needed.
7. Communicate to staff/students when it is safe to resume normal operations via bell system, pa system or bull horn. If dismissal is the chosen response, communicate that to staff/students and follow predetermined protocols for that response. If evacuation is the chosen response, communicate that to staff/students and follow the predetermined protocols for that response.
8. Call 9-1-1 or use 911 Inform to report any injuries or structural damage.
9. If the building suffered structural damage, attempt to shut off the main electrical disconnect switch and natural gas main valve, if applicable.

Thunderstorms & lightning: Principal or designee will announce the weather situation.

Faculty/staff/ students will remain inside the building until the storm passes and they receive further instructions from the principal or designee.

1. If outside, move indoors as storm approaches. Do not seek shelter under isolated trees or close to metal

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fences, playground equipment or exposed locations. Stay away from open windows/doors, metal objects,

electrical appliances and plumbing until the storm passes. Keep telephone use to a minimum as telephone lines conduct electricity. Use a cell phone ,if needed. Unplug TV sets, computer equipment, and all electrical equipment/appliances.

2. If outside at athletic events, seek shelter in a building. Avoid open fields and high objects in the area where there is no shelter. Keep twice as far away from isolated trees or objects that are tall. Get into a crouching position if open areas cannot be avoided. Avoid open spaces, metal fences, sheds or unenclosed shelters. Avoid electrical wires. Do not use metal objects such as a metal bat, cleats, golf clubs.

**AA. Student/Parent Reunification**

The student/parent reunification location is a place where parents/guardians can assemble to be reunified

with their child(ren) and be provided with information about the school emergency. Students should not be released from the evacuation site, but rather the reunification site, to ensure proper student accounting. If a student is not at the reunification site: they were absent from school that day; are in the medical area because they needed medical attention; were in school but have not been located. A reunification center might turn into a family assistance center where families can receive support from the state/not-for-profit organizations/FEMA.

**SCHOOL ADMINISTRATOR(S):**

Designate a location for reunification of students with an authorized adult listed on the student's emergency release card(parent/guardian/other authorized person). AULCS has designated the MS PRS as Holy Trinity 315 Lawrie Street, Perth Amboy, NJ 08861 phone #: 732-442-0512. The HS PRS is: Ukranian Assumption School, 380 Meredith Street, Perth Amboy, NJ

Contact: Principal Lissette Shumny 732-826-8721

3. Work in conjunction with emergency responders to assist with traffic/crowd control at the reunification area.

4. The parent reunion organizer and assigned staff will set up a parent staging area where parents can request the release of their child(ren). There will be at least 1 table per grade level with alphabetic signs clearly posted so people in line can see them(A-L, M-Z). Emergency release cards will be distributed to the appropriate grade level staff/table(s).

5. When an adult makes an in-person request for the release of a student(s) at the reunification site: obtain the name of the student; request a valid photo ID to verify the adult's identity; verify that the adult is authorized to pick-up the student(do not release a student to anyone not listed on the student's emergency release card); document to whom the student was released/date/time and get the adult's signature.

6. Assign staff/students to be runners to relay requests for students to report from the student assembly area to the student release area.

7. If a student is in the medical/first-aid or counseling area, escort the adult to the area for reunification.

8. If the student requested is not at the reunification site: the student might have been absent from school that day; the student might have needed medical attention and is at the first-aid area; the student might not have been found(missing). Refer the adult to the IC or SA for further assistance.

9. Inform the adults of the location and availability of crisis counseling services. See attached appendix H.



*District*

*School*

*Date*

**BB. Before and After School Programs, Non-traditional Vendors, and Other School Facility Users**  
Follow same school safety procedures.

**SECTION V: DISSEMINATION OF TOOLS & RESOURCES**

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

A copy of the plan will be sent to the local fire and police chiefs for review. Once they review the plans and make suggestions, the plans will be adjusted and then submitted to the Board of Trustees for final approval.

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

See attached documents. Appendix I.

**C. Each classroom has an emergency response guide**

There is a guide posted in each room for active shooter, lock down, fire drill/evacuation, and shelter in place. There is a lock down guide posted on the inside of every bathroom stall door.

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

The kit is located in the main office of each building.

**E. Utility shut-off locations**

Main Campus: boiler room next to auditorium

Convent: on Jeffries street towards the back of the building where the ramp is located. Rectory: boiler room on the bottom floor(last room on the right past the bathroom).

Barclay Campus: boiler room in the cafeteria which is a pass way to the adjacent building.

**F. First aid and emergency supply locations**

There is an AED located on each floor in all 3 buildings. First-aid supplies are located in the nurse's office.

There is an emergency go kit in each building.

**G. Chemical/hazardous material storage locations**

Main/Rectory/Convent: identified in the right to know binder.

Barclay Street: in the janitor's closet on the 295 side next to the bathrooms and janitor's closet in the cafeteria.

**H. Fire extinguisher locations**

Located in each room, hallway, and stairwell.

**SECTION VI: MENTAL HEALTH PROTOCOLS**

**A. Monitor staff and students for post-traumatic emotional impact**

School counselors and social workers will monitor students following a crisis while administration will monitor staff. Teams of school counselors, school social workers, and administration, will be formed at each building to triage, assess and provide counseling services for students and staff. Safety plans will be established with students deemed a danger to themselves or others and regular counseling will be established with the school social worker.

**B. Provide access to post-traumatic services for students and staff**

AULCS uses the Rutgers Traumatic Loss Coalition when their services are required following a traumatic event.

**C. Conduct debriefing sessions for staff and emergency responders**

The administrative team will prepare a statement alongside emergency responders, specifically, PAPD, to deliver to the staff, and if need be, the AUL community once the situation has subsided.

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**SECTION VII: PLAN MAINTENANCE**

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

The planning committee will meet during the 3rd week of September, annually, to review and revise the plans as needed.

**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**

Annual in-service training of staff will be conducted during a PD session or staff meeting within the first 60 days of school.

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

Consultation will occur during the annual review/revision of plans meeting.

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

After the entire staff roster has been established at the beginning of each year, a review of the chain of command will be done during a PD session or staff meeting.

*District*

*School*

*Date*

**APPENDIX A: LOCKDOWN**

*District*

*School*

*Date*

**APPENDIX B: SHELTER IN PLACE**

*District*

*School*

*Date*

**APPENDIX C: EVACUATION**

District

School

Date

**APPENDIX D: FIRE**

**\*\*ADD IN FIRE PLAN\*\***

[Empty rectangular box for fire plan content]



*District*

*School*

*Date*

**APPENDIX E: PARENT/GUARDIAN REUNIFICATION**

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*District*

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*Date*

**APPENDIX F: BOMB THREAT AND SUSPICIOUS**

# School Safety & Security

**08/24/22**

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