

Policy

EMERGENCIES AND DISASTER PREPAREDNESS

The superintendent of schools shall direct the development of plans, procedures and mechanisms for responding to emergencies and crises in the schools that threaten human life and property. The superintendent of schools shall consult with law enforcement agencies, health and social services agencies and emergency management planners in developing these plans and shall ensure that they provide for the protection of the health, safety and welfare of the school population as well as supportive services for staff, students and their families.

Plans and procedures shall include these elements:

- A. Cooperation with local government agencies in developing and carrying out a school/community disaster plan that includes procedures for building lockdowns when necessary;
- B. Mechanisms for the orderly evacuation of buildings in case of fire or other emergencies;
- C. Means to provide as much protection as possible for children at school and on their way to and from school;
- D. Training in individual self-protection and survival techniques for pupils and staff;
- E. Communicating specific instructions to pupils and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

The superintendent of schools shall develop and provide an inservice training program for school staff to enable them to recognize and appropriately respond to crises, consistent with the district's plans, procedures and mechanisms for managing crises. The inservice program shall be reviewed and updated annually.

School Safety and Security Plan

The Paulsboro Board of Education directs the superintendent of schools and his or her designees to develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the schools. Written plans and procedures and mechanisms shall, at a minimum, provide for:

- A. The protection of the health, safety, security and welfare of the school population;
- B. The prevention of, intervention in, response to and recovery from emergency and crisis situations;
- C. The establishment and maintenance of a climate of civility; and
- D. Support services for staff, students and their families.

The superintendent shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate, in the development of the district's plans, procedures, and mechanisms for school safety and security.

The plans, procedures, and mechanisms shall be consistent with the format and content established by the Domestic Security Preparedness Task Force and the Commissioner. The plans, procedures, and mechanisms shall be reviewed annually and updated as appropriate.

EMERGENCIES AND DISASTER PREPAREDNESS (continued)

The superintendent of schools shall disseminate a copy of the school safety and security plan to its employees. In addition:

- A. New employees shall receive a copy of the school safety and security plan, as appropriate, within 60 days of the effective date of their employment;
- B. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan;
- C. All employees shall attend an in-service training program designed to allow all district board of education employees to recognize and appropriately respond to safety and security concerns, including emergencies and crises, in a manner consistent with the Paulsboro Board of Education's plans, procedures and mechanisms for school safety and security.

Fire Drills and School Security Drills

Fire drills shall be held at least once each month for all pupils.

There shall also be at least one school security drill per month.

All full-time employees shall receive training on school safety and security that includes instruction on school security drills. New staff members shall receive this training within 60 days of the commencement of that staff member's employment.

Required Drills

- A. The district shall be required to conduct a minimum of two drills per year for each of the following drills:
 - 1. Active shooter;
 - 2. Evacuation (non-fire);
 - 3. Bomb threats;
 - 4. Lockdowns.

Students are not required to participate in two of the eight mandated drills.

Reporting

By June 30th of each year the superintendent of schools shall submit to the executive county superintendent an annual "Statement of Assurance" report on the forms provided by the Department of Education.

Emergency Closings; Delayed Openings

The superintendent of schools is authorized by the Paulsboro Board of Education to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

EMERGENCIES AND DISASTER PREPAREDNESS (continued)

Adopted: 1994
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 Readopted: March 2009
 Revised:

Key Words

Emergencies and Disaster Preparedness, Civil Defense, Disasters, Fire Drills, Security Drills, Bomb Threats, Safety and Security Plan

Legal References: N.J.S.A. 18A:6-2 Instruction in accident and fire prevention
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:40-12 Closing schools during epidemic
N.J.S.A. 18A:41-1 et seq. Fire drills and fire protection
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. App. A:9-64 et seq. New Jersey Domestic Security Preparedness Act
N.J.A.C. 6A:16-5.1et seq. School Safety and Security
N.J.A.C. 6A:16-6.3 Reporting students or staff members to law enforcement agencies
N.J.A.C. 6A:26-12.2 Policies and procedures for school facility operation
N.J.A.C. 8:57-1.9 Reporting of diseases by health officers

A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

International Fire Code, New Jersey Edition, 2006; Section 408 Use and Occupancy-Related Requirements (see particularly: Section 408.3.1).

School Safety and Security Plans, Minimum Requirements

Possible

Cross References: *1410 Local units
 *2210 Administrative leeway in absence of board policy
 *3541.33 Transportation safety
 *4131/4131.1 Staff development; inservice education/visitations/conferences
 *4231/4231.1 Staff development; inservice education/visitations/conferences
 5141.6 Crisis intervention
 *6111 School calendar
 *6112 School day

*Indicates policy is included in the Critical Policy Reference Manual.