

## STAFF TRAINING

Our personnel have been trained to address the following types of alerts:

### **Suspicious Object Alert**

This alert is used when a bomb threat is received or a suspicious object is found in or around the building. During this type of alert cell phones and portable radios are not used as a safety precaution.

### **Intruder Alert**

This alert is used to make verification that an intruder is in the building or on the grounds or to alert everyone that a real threat exists. During this type of alert our personnel secure all rooms and shelter the students in place until further instructions are given.

### **Medical Emergency Alert**

This alert is used to address a serious medical emergency. During this type of alert personnel trained to assist in medical emergencies report to the site of the emergency. All others remain in place.

Unscheduled evacuation drills will be held.

## THE PARENT CENTERS

Critical incidents involving school shooters, acts of terrorism, structural failure and catastrophic natural disasters are very rare. But, it is important that parents know what to do if such an occasion occurs.

While the first and natural response of a parent or guardian would be to get in a car and drive to the school, police procedures would also be put into operation and these would include road blocks so emergency vehicles have priority access to the school site. Our schools are all located on single lane roadways so gridlock could quickly limit response and recovery efforts.

If a critical incident such as those mentioned above ever occurs, parents should report to the Parent Center which is established to provide information from the school site. A public information officer will receive direct communication from incident command to share with parents. The Parent Centers are listed below and parents are requested to go to the Parent Center using a travel route that avoids roadways near the school involved.

If the incident involves

High School	report to	Village School
Satz School	report to	Village School
Indian Hill School	report to	High School
Village School	report to	High School

Remember to consult the web site during an incident.

# HOLMDEL TOWNSHIP PUBLIC SCHOOLS



## A PARENT GUIDE TO SCHOOL SAFETY

## BACKGROUND

The safety of our students is the collective responsibility of the school district, federal, state and municipal agencies, and parents. This brochure has been prepared to keep you apprised of school safety procedures so that you may assist in educating your children and in supporting the appropriate response should the District experience a critical incident at any one of its schools.

Response and recovery behaviors in a critical incident are based upon the research and knowledge gained by experts in this field through the study of serious incidents. The District utilizes the terminology of the National Incident Management System and follows the New Jersey Model for School Safety Planning.

The model includes a District-Wide Emergency and Crisis Management Response Team. This group is primarily responsible for annually reviewing the plan, providing training for each Building-Based Emergency and Crisis Management Response Team and promoting inter-agency articulation for successful incident management.

Whenever an incident occurs at a school, the administrator in charge immediately serves as the incident commander. However, it is important for parents to understand that depending upon the type of incident, the incident command may be turned over to a ranking official from another municipal or state agency. In situations of violence, the incident commander will be the highest ranking police officer. If a situation occurred regarding hazardous materials, the incident commander would be from the county's hazardous materials team.

This brochure also appries you of the structure of our school teams and terminology approved by the National Incident Management System. Federal aid to support emergency planning and response activities requires agencies use the established terminology. It is the goal of the national system

to educate all citizens in this terminology and make people more aware of their surroundings. It would be great if world conditions did not require us to train our children in these safety procedures, that is simply not the case. We know that children accept information and stay calm when adults explain things to promote understanding. It should be our mutual goal as we train our children to be sure they understand our singular mission is to keep them safe and to help them know what to do in difficult situations.

In addition to fire drills, each building will conduct drills of each type of ALERT. These will commence after February 1, 2005. Formal, age-appropriate training will be given to our students prior to implementing these drills. Your parental reinforcement of the behaviors that promote safety is much appreciated.

## SCHOOL TEAMS

Each Building-Based Emergency and Crisis Management Response Team is broken down into four subcommittees. The first subcommittee is the Threat Assessment Group. This subcommittee is comprised of professionals in the counseling and cognitive area along with teachers who know students in order to make determinations regarding verbal and/or written threats against self and others.

The Medical Emergency Group is headed by the school nurse and other members of the professional staff who are certified in first aid and/or CPR training. This group of professionals responds to emergency situations that involve a student, faculty or staff member, and potentially a visitor to the school.

The Safety & Security Subcommittee is comprised of members of the custodial staff and the teaching staff and is supported by the School Resource

Officer and the Holmdel Police Department. This group periodically reviews the building for vulnerability, practices or procedures that permit unidentified or ill-intentioned visitors to enter the building.

The last subcommittee of the building team is the Grieving Team. This team is comprised of the building administrators and other members of the professional staff to assist students and faculty should the death of a member of the school community occur.

## NATIONAL INCIDENT MANAGEMENT TERMINOLOGY

**Shelter in Place:** Shelter students in classrooms/designated areas as per incident management system.

**Duck & Cover:** Lie flat, face down on floor, cover head and get under tables/desks if possible. Stay away from windows, doors and outer walls. This procedure is modified if gun fire is heard. Execute a "hit the deck."

**Evacuate:** Bring students to a safe location outside of building. Buses will be dispatched to take students to new site if necessary.

**Lock down:** All doors except the main entry door are locked and the building is inspected after the arrival of students and staff. Visitors are permitted to enter and leave the building using sign in/out procedures. All visitors must have an identification tag. This is the daily standard operating procedure for all schools.

**Lock out:** All doors of the building are secured and no one is allowed to enter the building.