

Salem High School

Salem High School Emergency Management Plan

Contingency Plans for Critical Incidents

The organizational plans described in the following pages are designed to be applied to any emergency. When an emergency begins, the Principal, Dr. Gregory Dunham (Incident Commander), will activate emergency procedures. In his absence, the chain of command referenced on page three and elsewhere in this manual will be in effect.

There are four basic procedures that can be put in place in the event of an emergency:

1. Evacuation/Relocation
2. Active Shooter
3. Bomb Threat/Shelter in Place
4. Lockdown

The Primary Command Post is the Security Office. In the event additional space is needed or the main office is not available, Metz Food Service Office will serve as the Secondary Command Post

In general, the following steps will take place in emergencies and will be initiated by the first individual discovering or receiving information about the incident:

1. Take immediate action to protect students, staff, faculty, and property
2. Notify Incident Coordinator by calling **Main Office** at phone number **3222**
3. Contact the **nurse** at phone number **3232** to report any injuries. KEEP CALLS BRIEF

Then:

4. The teachers at each grade are to contact the **main office 3222 or 3224 to report missing students**. In the event of a lockdown emergency, report students who have sought safety in your room who are not part of your regular group. KEEP CALLS BRIEF
5. Incident Coordinator makes a determination as to the level of threat to health and safety and makes appropriate announcement
6. The District Incident Management Team makes decisions to reduce risk exposure or remedy the incident. A plan from among those that follows may be selected and implemented, or modified and implemented.

The Building Incident Management team is: Dr. Gregory Dunham, David Suiter, Jonathan Price, Tatiana Mulhorn, and Officer John Sieber (Rob Carpo if available).

IN THE EVENT THAT A CRITICAL INCIDENT REQUIRES A SCHOOL EVACUATION, SCHOOL EMPLOYEES WILL BE ISSUED GREEN VESTS SO THAT EMERGENCY RESPONDERS CAN IDENTIFY STAFF. MRS. MULHORN AND/OR AVAILABLE STAFF WILL ISSUE VESTS THAT ARE KEPT IN THE EMERGENCY KIT.

The school maintains two emergency kits. The kit in the main office/command center is for logistics support, and contains the following:

- Radios
- 70 Green Vests
- Class and Homeroom Lists of Students
- A list of all Staff
- Emergency First Aid Kit
- A Copy of the Emergency Plan
- Bullhorn
- 2 Air horns
- A Master Key

A second emergency kit is maintained in the Nurse's Office. This kit contains first aid supplies only.

All staff should first respond to the emergency announcement and take the specified action. When it is safe, all available staff will be summoned to the Command Center (Security Office).

Incident Management Team: **Building Administrators, Office Staff, Custodians, Maintenance**

If the nature of the emergency prevents any of the above staff from reporting, they should contact the main office.

In the event that parents need to be contacted, Mrs. Mulhorn will be authorized to initiate a Connect Ed message. The incident commander or his designee will prepare the message.

Command Center Responsibilities

Incident Coordinator (Dr. Dunham)

1. Makes all decisions in consort with management team
2. Deploys auxiliary staff
3. Announces emergency response
4. Serves as contact person for emergency responders

Main Office Secretary

1. Takes roll of missing Students communicated by staff
2. Contacts John B Campbell Center if emergency evacuation is necessary
3. Assigns available staff to get roll from teachers (if possible/necessary)
4. Makes necessary phone calls from emergency list
5. Has responsibility for Emergency Kit
6. Assigns personnel to distribute vests to staff.
7. Relays all necessary information to Incident Management team
8. Accounts for all regular and substitute staff.
9. Accounts for all visitors to the building.
10. **Initiates emergency parent calls with all support staff members making calls from emergency numbers in binder. (Connect Ed)**
11. ***List of students with medical needs updated monthly for emergency bag***

School Nurse

1. Remain in nurse's office awaiting instructions from Incident Management Team
2. Takes phone calls from staff re: injuries
3. Compiles list of injured; develops Triage based on information provided.

Maintenance/ Custodial

Shut down responsibilities, if necessary. In the event that automated shutdown cannot be accomplished, the district **Maintenance Director, Mr. Will Royster 4510**, will be called to shut down all necessary systems. In the event that Mr. Royster isn't available, the maintenance person available at the time will attempt a manual shutdown.

Technology Coordinator (Rob Carpo)

1. Initiates emergency parent call list with message from incident coordinator.
2. Communicates critical information to staff via e-mail if requested by Incident Response Team.
3. Communicates information to parents via website if requested by the incident Response Team

General Rules

1. Provide for the safety of the students, staff, and visitors within the facility or on the school property.
2. Accountability for students is critical.
3. The following must be taken when evacuating the building
 - a. Roll book and list of students with medical needs in front cover (updated monthly)
 - b. Register (visitors, vendors, maintenance service, etc.)

- c. Absentee list
 - d. Special Education student needs
 - e. Staff List
4. Take steps to assess the injured and/or persons with special needs.
5. Call parents immediately if a student is involved in:
 - a. Accident
 - b. Injury / Sickness
 - c. Object of police interest
 - d. Any attempt at removal of a student from facility or grounds
 - e. Sexual assault or solicitation
6. Notify proper authorities if one or more events above have taken place.
7. Notify the Superintendent by telephone or messenger.
8. Provide shelter for students, staff, or visitors if outside for extended period of time.
9. Provide a safe area at least **500 ft.** from the facility or emergency site.
10. Superintendent or designee will initiate any school closing.
11. School Nurse/Incident Commander will determine if medical assistance should be called.

Emergency Procedure: EVACUATION

Use during conditions in which the interior of a school may not be safe, such as a fire, explosion, earthquake, plane crash, or chemical spill in the building.

- Generally ordered by Incident Coordinator or designee (see Chain of Command)
- Notified by an announcement over the PA.
- Exit using previously established or alternate routes if primary routes are blocked
- Report to assigned areas for fire drills or to John B Campbell Center when so directed by PA
- **Evacuation may include relocation to John B Campbell Center or to PSEG Training Center.**
- Have students sit. ALL SHOULD STAY IN PLACE
- Take attendance
- Report all missing and injured to command post via walkie-talkie
- If students are injured, Incident Commander will assign staff member to the classroom to remove unhurt Students.
- Wait for directions
- Remain calm and keep students calm

General Guidelines...

- Fire drill evacuation will be first; then, an announcement will be made to relocate to John B Campbell Center (see map for staging areas)
- After evacuation, roll is to be taken. Report missing Students to main office or messengers
- If there are any injuries in the building, the teacher should stay with the injured and call for help to have the class evacuated.
- If there is any threat of fire, smoke, HAZMATS, etc, staff should evacuate immediately to John B Campbell Center grounds.
- Attendance is to be taken and reported to the command site (main office)
- If circumstances permit, teachers should check on the condition of the groups in their immediate area and report any injuries, missing students, etc to the command post

Reasons to delay evacuation

- Severe injuries in classrooms (report to nurse)
- Students/staff with mobility impairments
- Blocked evacuation routes

In The Event of an Emergency Requiring Relocation

The incident commander or his designee will notify emergency responders using the school's predetermined communication protocols. The caller should be prepared to:

- Give the name and exact location of the school
- Describe the emergency situation, if any of the school occupants have been evacuated and the following information, if available:
 - total number of persons who occupy the school and/or who have been evacuated
 - exact location of the evacuated building occupants
 - reason for the evacuation
 - if applicable, number and description of suspect(s)
 - if applicable, type of weapons employed
 - location and name of person in charge of the school
 - any other pertinent information

The incident commander will meet emergency responders at the front of the school or at a designated location as

determined by the supervisor of the responding agency.

Emergency personnel will control the scene upon their arrival. They will follow their set policies for an evacuation situation.

Students and staff will evacuate building and report to designated evacuation assembly locations.

School Administrator Procedures:

Responding to Critical Incidents

- Staff should take “emergency go kits” with them
- Students and staff will remain at evacuation assembly locations until clearance is given to reenter the building or the decision has been made to release students to parents/guardians.
- Except in the case of a fire or fire alarm, it is the responsibility of the incident commander to order the re-occupancy of the school, based upon the information provided by emergency responders.
- The incident commander or his designee will ensure that all buses en-route to the school are redirected to the pre-designated alternate location.
- The incident commander or his designee will notify and maintain contact with the County Supt. of Schools.
- Administrator following predetermined communication protocols and request activation of media and parent notification protocols. (NJ Department of Education, *School Safety and Security Manual: Best Practices Guidelines*, Chapter 3, p. 158)
- Members of the media are to be directed to **the Superintendent (856) 935 3800 x4213** to coordinate the release of information in regard to a confidential investigation.

Emergency Procedure: Active Shooter

Use when an armed intruder is in the building

Indoors:

- Take cover in an area of the room which is shielded from plain view of both the doors and windows.
- If at all possible get into the bathroom or closets

Teachers and other Caregivers:

- Keep Students calm and out of view from doors and windows

If there are no bathrooms or closets (such as in an auditorium):

- Duck, Cover, Hold: Take cover under chairs or between rows of chairs, by dropping to the floor, holding on, and protecting eyes with an arm.

If there are no tables or chairs nearby (or not enough):

- Duck, Cover, Hold: Use the “drop” position alongside the walls. Avoid hazards such as unsecured lockers, trophy cases, glass, etc. Choose the closest safe place.

People with disabilities:

- In a wheelchair: Remain in chair, set brake, hold on. If a hardhat is available, put it on.
- Other mobility impairments: If sitting, remain in place, protect head and hold on to chair. If standing, sit down, or brace body to avoid falling.

Outdoors:

- Duck, Cover, Hold: Move away from buildings, power lines, block walls, and other items which might fall. Take the “drop” position or sit down.
- Remain in position until incident is over.

Teacher Role:

- Assess the situation. Immediate evacuation if fire, structural damage, hazardous materials spill.
- Assess injuries. Unless immediate evacuation is necessary, use first aid for critical injuries.
- Check with teacher in adjacent classroom. It may be necessary to assist or evacuate that teacher’s class.
- In most cases, wait until composure has been reached and an evacuation signal is given before directing students to evacuate. Follow evacuation procedures.

Emergency Procedure: Shelter in Place (Suspicious Person or Odor)

Use if any of the following are perceived: A suspicious person or odor that is unknown and could be dangerous.

These actions are taken: Teachers are to immediately call the main office by dialing **911** on any classroom phone (see below for specific responsibilities).

Incident Coordinator or Designee

1. Call main office and 911
2. Determine whether to Shelter in Place, then call

To initiate Shelter in Place, make PA announcement. All doors are to be locked.

Teacher:

A teacher may make the decision to Shelter in Place when any of the above conditions exist. Initiate Shelter in Place procedures and notify incident coordinator or designee.

Or, follow Shelter in Place procedures when the PA announcement is heard.

Procedures:

1. Everyone in the hallway reports to the nearest classroom as quickly as possible.
2. If time/circumstances permit, upon PA announcement gr. students will be escorted to the gym or cafeteria. Take walkie-talkies.
3. Close and Lock doors and windows.
4. Custodian will turn off pilot lights, air conditioners, heating systems, and exhaust fans.
5. Teachers may place tape around doors, windows, and vents, or place wet towels at bottom of door
6. Do not open doors or windows until all-clear is announced.
7. Lower shades, close drapes and stay away from windows
8. Take roll. Report missing Students to the command post
9. Electricity stays on. Intercoms, radios, PA, televisions may be used for getting information.
10. Do not allow anyone to leave classroom.
11. Wait for further instructions
12. Do not evacuate the room until directed
13. When you do evacuate, open all windows and doors to air out the room
14. Send parent notification home with students on the day of the incident.

Emergency Procedure: LOCKDOWN

“A critical incident that requires a school lockdown will be initiated” by the following announcement: **“We are now in lockdown” Students in the hallway are to report to the nearest classroom immediately, please turn off your lights and have your students move to a safe location in the classroom (away from the windows)”** When the threat has subsided, a P.A. announcement of, **“This concludes the lockdown drill”** will be made.

A lockdown announcement will be used only in the event that an armed and/or dangerous intruder has been seen on the grounds. It is therefore extremely urgent that you respond immediately and appropriately to this announcement. **If you see someone who you know, or have good reason to believe poses a serious threat, immediately find someone with a radio, contact the nearest administrator, or dial “911” on your classroom phone.**

911 is to be called immediately by the incident commander or his designee. The caller should be prepared to:

- a. Give the name and exact location of the school
- b. Describe the emergency situation and if any of the school occupants have been evacuated
- c. Provide the following information, if known:
 - The number and a description of the suspect(s) (physical and clothing)
 - The suspect(s) identity
 - Type of weapon(s) the suspect(s) have
 - Type, description, location of possible planted explosive devices
 - The location where suspect(s) was last seen
 - Any comments made by the suspect(s)
 - Locations of victims (injured and non-injured)
 - Actions taken by the school, and whether there is on-site security or law enforcement officer(s) (e.g. DARE, School Resource Officer).

Any staff outside the building are to stop pedestrians from entering school grounds and stop all vehicles from entering the campus until emergency first responders (police, fire, EMS) arrive.

If a class or group is outside when a lockdown is initiated, the group should immediately move to the evacuation staging; John B Campbell Center.

The main office secretary will maintain communication with classrooms and monitor status and another person to meet and brief emergency personnel upon their arrival.

Emergency responders will control the scene upon their arrival. They will follow their set policies for an active shooter situation.

All buses en-route to the school are to be redirected to the John B Campbell Center.

All staff will communicate information regarding the critical incident to the Incident Commander by dialing “911,” calling via walkie-talkie, or e-mailing the main office or by text message.

Requests for information from the media are to be directed to the Superintendent’s Office.

The Superintendent will contact the County Superintendent.

Dr. Dunham or his designee will initiate parent notification via the emergency phone calling system.

When gunfire is heard or there is a threat of gunfire, terrorist attack or hostage situation, the teacher or staff member should shout "GET DOWN." This means lie flat on the ground or floor. Initiate LOCKDOWN. If outdoors, as soon as it appears safe for people to move, initiate Shelter in Place or move to remote staging area.

The bell system indicating the close of each period is to be deactivated by the school secretary. DURING LOCKDOWN STAFF ARE TO DISREGARD ANY FIRE ALARM SIGNAL. In the event there is a need to evacuate the building during lockdown because of a fire, an announcement will be made. Announcements will generally be made via the PA system. If the PA cannot be used, please monitor walkie-talkies or E-mail. Use phone to call grade level colleagues if you get a walkie-talkie message.

- Remain calm, and lock your door immediately if it isn't already
- Be sure phone is working. Instructions may come.
- Turn on all computers

To the greatest extent possible, you should try to...

1. Look into the hallway if possible to direct any students in proximity to come into your room.
2. Place the appropriate color placard in your classroom window. Then, cover your classroom window.
 - a. **Green Placard:** this indicates that the correct number of Students are in the room (no missing, no extras)
 - b. **Red Placard:** this indicates that you have an incorrect number of students (missing or extra).
3. Do not allow the use of student cell phones for any reason. Information given out could compromise school safety
4. Turn off lights/pull shades – Dark rooms are harder to see into.
5. Move to safety – Keep out of sight. Stay away from doors and windows. Use any lavatories, large closets, locker rooms, etc. inside the classroom. Those outside may consider returning to the NEAREST classroom if it appears safe. If not, **assemble in the Blue Maintenance Building** near the district offices, attempting to conceal the class from view to the greatest extent possible. If in the cafeterias, stay there, and take cover under the tables if necessary. Try to lock all doors. Those in the hallway—either individuals or entire classes-- should go to the nearest classroom to take refuge.
6. Permit no one to leave – Prepare a list of those present and those out of the room with passes. Also list anyone else present, who is not usually in the room during that period.
7. Ignore all bells – During a lockdown alert, the bell system will normally be disabled. However, as this may not be immediately possible, please disregard all bells until further instructions come via PA system, phone or in person.

If a child in your classroom or under your supervision has a gun or other weapon...

1. Act nonchalant, and continue the normal routine as much as possible.
2. Write a note for a child to take to the office that states:
 - a. The student's name
 - b. The type of weapon if known
 - c. Where the weapon is at the moment (on the person, in a book bag, etc.)
 - d. Where the student is sitting in the classroom.
3. If possible, await the arrival of police.
4. A member of the emergency response team (Principal, Vice Principal, Athletic Director, or Designee) will enter the classroom and escort the child from the room. The police officer will be stationed outside the classroom.
5. Try to get the student to leave all possessions (coat, book bag, etc.) behind by saying that they will be right back.

AFTER THE CRITICAL INCIDENT/LOCKDOWN...

- After the situation has been brought under control, the incident commander will make an announcement ending the lockdown. Occupants of the building may be evacuated to an alternate site for family reunification. **Note:** Evacuation may happen room by room after law enforcement clears the building. Staff evacuates the building

using the designated exit routes and alternate routes to the assigned assembly areas, take attendance if practical, and move to the buses for transport.

- Dr. Dunham or designee will activate the parent notification system and direct parents to go to the reunification site.
- The incident commander will notify officials of the evacuation assembly
- The main office secretary will request bus transportation or alternate transportation to the reunification site, if needed.
- The incident commander will activate the District Crisis Response Team and notify the area mental health agency to provide counseling and mental health services at the relocation site.
- The incident commander will debrief the School Emergency Management Team.
- In consultation with law enforcement officials the incident commander will determine when the school can resume normal activities and communicates the information to parents and the public.
- The incident commander will complete an incident report (NJDOE, County, District, etc.) and conduct a debriefing at the earliest opportunity.

Note: The school is a crime scene and will require a thorough search and processing. Do not move or remove anything.

Emergency Procedure: FIRE ALARM / DRILL

DESCRIPTION:

1. How school staff members approach fire drills is critical. Young people will take their lead from staff.
2. Students unaccounted for outside the building are a grave concern.
3. Appoint a line leader or fire drill leader to lead the class to the assembly area. The teacher should bring up the rear and account for the students.
4. Leave windows and doors closed – but, DO NOT take time to close windows.
5. Once out - STAY OUT! Until you are directed via walkie-talkie or PA announcement, do not return to your classroom. Custodial staff will check the building.
6. Assemble students in the assigned areas.
7. Incident team will meet the arriving fire department at the main entrance.
8. Remove students from area of smoke outside of the building.
9. Identify any missing or extra students in your care by using the Red/Green cards provided to you.

ANNOUNCEMENT

1. An announcement in person directly or over the public address system when fire alarm system fails to activate.
2. Use messengers with oral or written word as an alternate means of faculty notification.

Emergency Procedure: UTILITY MALFUNCTION **(Water, Electrical, HVAC)**

DESCRIPTION:

1. Maintenance Person notifies Supt.
2. Remove students and staff from danger.
3. **DO NOT** pull fire alarm if a gas leak is detected.
4. Announce by PA system or messenger.
5. Account for students, staff, and visitors.
6. Supt. or designee contacts...
 - a. Board of Health
 - b. Emergency Management
7. In the event of building evacuation, follow Evacuation Procedure.
Contact Will Royster 4510 or Jackie Trout 4213
8. WATER FAILURE, ELECTRIC SERVICE, WELL SERVICE, AND CIRC PUMP SERVICE ARE TO BE CALLED OUT SIMULTANEOUSLY TO ASCERTAIN THE SOURCE OF THE FAILURE AS SOON AS IS POSSIBLE.

WHEN USED:

1. This Action should be used when a utility malfunction which may affect the normal operation of the facility.
2. Example:
 - ✓ NO HEAT
 - ✓ NO ELECTRIC
 - ✓ NO WATER
 - ✓ GAS LEAK

Emergency Water Loss Procedures

1. **Contact Will Royster 4510 or Jackie Trout 4213**
2. Order minimum Ten (10) - Port O Potties; close bathrooms to use by students and staff; assign a staff member to monitor student use of portable bathrooms.
3. Provide potable drinking water
4. Establish Fire Watch in absence of sprinklers
5. Contact Board of Health
6. Notify Salem City Emergency Management and Fire department
7. Notify Salem County Emergency Management
8. Notify Municipal Clerk
9. Meet w/café staff to modify lunches

Emergency Procedure: BOMB THREAT

Steps for Disaster-Safe Actions

- Administrator in charge notified
- Administrator notifies Superintendent/District Incident Coordinator
- Threat recorded (on form)
- Incident coordinator will determine if evacuation is necessary
- Faculty, staff and students will remove any personal belongings carried Faculty and staff will observe area while leaving for suspicious packages
- In general, do not use PA systems, walkie-talkies, fire alarm systems, cell phones, etc.
- Incident Coordinator will establish ONE command post if evacuation
 - Command Post #1 – John B Campbell Center
 - Command Post (Alternate #2) – PSE&G Energy and Environmental Resource Center
- Any suspicious packages will be reported to command post
- Do not disturb or move possible bomb
- Do not open drawers that have not been opened, leave drawers open
- Accountability
 - Attendance taken (using roll/attendance books)
 - Report missing students to the Command Post
 - Administration will report missing persons to police
- Crisis management team runners will attempt to locate missing students with other teachers-they will report this to the command post
- Incident Coordinator will establish liaison with emergency services at command post
- ***Alternate sheltering/staging locations – Tennis Courts***
- All injuries or pertinent information must be reported to command post

Special Notes: Do not move or touch suspicious packages. Remain away from building.

RESPONSE GUIDELINES

- The incident commander will meet an emergency responder at the front entrance to the school or at a designated location as determined by the supervisor of the responding agency.
- Emergency responders will control the scene upon their arrival. They will follow their set policies for a bomb threat situation.
- Students and staff will evacuate the building and report to designated evacuation assembly locations.
- All persons will be **kept at a distance of no less than 1000 feet** and behind cover whenever possible.
- Staff should take “emergency go kits” with them.
- All staff and students outside the building should move to the predetermined evacuation assembly locations only if directed by the incident commander via the PA, walkie-talkie, or other means.
- Students and staff will remain at evacuation assembly locations until clearance is given to reenter the building or the decision has been made to release students to parents/guardians.
- When a school has been evacuated and a device has not been found, it is the responsibility of the incident commander to order the re-occupancy of the school, based upon the information provided by law enforcement officials.

The School Administrator Should:

- Ensure that all buses en-route to the school are redirected to the pre-designated alternate location.
- Notify and maintain contact with the Superintendent following predetermined communication protocols and request activation of media and parent notification protocols.

- Check with the incident commander before speaking with the media to coordinate the release of information in regard to a confidential investigation.
- Contact the County Superintendent
- Refer media to the Superintendent.
- Follow predetermined communication protocols to contact and advise parents/guardians of the situation.
- Complete incident report (NJDOE, County, District, etc.) and conduct debriefing at earliest opportunity.

Possible Letter and/or Parcel Bombs—Things to Look For...

- Foreign Mail, Air Mail and Special Delivery
- Restrictive Markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Titles, but No Names
- Misspellings of Common Words
- Oily stains or Discoloration
- No Return Address
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires or Tinfoil
- Excessive Security Material such as Masking Tape, String, etc.
- Visual Distractions

RECOVERY

1. After the School Administrator (SA) has been advised by emergency responders that the building has been searched and no devices have been found, the SA begins the re-occupancy process.
2. If a device has been located the SA notifies officials at the evacuation assembly locations of the situation and to activate the family reunification protocols.

Emergency Procedure: EARTHQUAKE

Indoors or outdoors: adopt shelter in place procedures; move to safer spot when able

Basic position

- Kneel under a table or desk
- Bend head close to knees
- Hold onto table leg
- Protect eyes and face with arm
- If no desk or table nearby, use same position against an interior wall
- On a stairway, sit down and hold on
- In a hallway, use basic position against a wall
- Teachers should immediately drop cover and hold on as soon as an earthquake is felt, calling out, "Earthquake! Drop, Cover and Hold!" Then model the correct behavior while shouting appropriate directions and reassurances
- Teacher is the first one to drop

Outdoors:

- Move to an open space, away from building and overhead lines
- Use drop, cover, and hold position or sit down

On a bus:

- Stop the bus away from power lines, bridges, overpasses and buildings
- Remain in seats and hold on
 - Lean over
 - Protect head

Immediately after

- Teacher checks self and assesses situation.
- Administration prepares communication to parents
- Complete incident report (NJDOE, County, District, etc.) and conduct debriefing at earliest opportunity.
- Asks:
 - ✓ Is everyone all right?
 - ✓ Check yourselves for injuries
 - ✓ Check your neighbors for injuries
 - ✓ Is anyone injured?

Emergency Procedure: FLOOD

Steps for Disaster-Safe Action

- Evacuate to a safe location on higher ground
- Call District Incident Coordinator
- Take roll

Immediately after

- Teacher checks self and assesses situation.
- Administration prepares communication to parents
- Complete incident report (NJDOE, County, District, etc.) and conduct debriefing at earliest opportunity.
- Asks:
 - ✓ Is everyone all right?
 - ✓ Check yourselves for injuries
 - ✓ Check your neighbors for injuries
 - ✓ Is anyone injured?

Emergency Procedure: TORNADO

Steps for Disaster-Safe Actions

Inside:

- Get away from windows and remain near an inside wall on lower floors
- Drop, cover and hold
- Avoid auditoriums, gymnasiums or other structures with large roofs

Outside:

- Seek shelter in building or drop, cover and hold in a low place and remain lying down.

Immediately after

- Teacher checks self and assesses situation.
- Administration prepares communication to parents
- Complete incident report (NJDOE, County, District, etc.) and conduct debriefing at earliest opportunity.
- Asks:
 - ✓ Is everyone all right?
 - ✓ Check yourselves for injuries
 - ✓ Check your neighbors for injuries
 - ✓ Is anyone injured?

Emergency Procedure: HAZARDOUS MATERIAL RELEASE

Steps for Disaster-Safe Actions

On-Campus

- Notify District Incident Coordinator
- Situation is assessed. Evacuate or shelter in place depending on assessment of Incident Coordinator
- Contain spill, if possible
- Don't return to site until declared safe

Off-Campus

- Notify Principal or designee
- Principal notifies District Incident Coordinator
- Situation is assessed. Evacuate or shelter in place depending on assessment of Incident Coordinator
- If evacuation is ordered:
 - Move up-wind and uphill from accident
 - Take roll
 - Render first aid
 - Relocate, if necessary
- If evacuation is unsafe, shelter in place:
 - Use reverse evacuations to get everyone inside
 - Turn off HVAC systems
 - Close windows, doors and vents and seal with duct tape
 - Allow entrance only through one door and keep room entered sealed off and locked from rest of building
 - Keep students and staff indoors

Immediately after

- Teacher checks self and assesses situation.
- Administration prepares communication to parents
- Complete incident report (NJDOE, County, District, etc.) and conduct debriefing at earliest opportunity.
- Asks:
 - ✓ Is everyone all right?
 - ✓ Check yourselves for injuries
 - ✓ Check your neighbors for injuries
 - ✓ Is anyone injured?

EMERGENCY MANAGEMENT PLAN

Staging Area and Student Release

Alternate staging area is: the Tennis Courts located behind the student parking lot.

During a full relocation students are to be escorted from the school grounds to: the John B Campbell Center or The PSE&G Center.

From left to right facing the rear of the gym, students are to be assembled by grade level, and sit with their homeroom teachers. Roll will be taken and students will only be dismissed to a guardian or person listed on the emergency contact lists.