

Safety Is Our Top Priority

This brochure is intended to inform Trenton, NJ Public School parents, guardians, students and school community about the District's Emergency Management plans and procedures that have been designed to protect students and staff in every building.

Our preparedness program includes means of preventing and mitigating emergencies and crises, as well as preparing for, responding to and recovering from such events.

Also, we continually review and improve our emergency plans annually and retrain our **School Emergency Management Teams** as well as provide additional training to staff members.

We also maintain a staff manual to prepare us to respond to various emergencies, should they occur.

In addition, all students are instructed in an age-appropriate manner regarding possible emergency scenarios. They participate in safety drills throughout the school year to familiarize them with crisis procedures.

Safety and Security Measures Currently in Place Include, But Are Not Limited To:

- ❖ Security Officer on premises,
- ❖ Security cameras monitoring entrances and premises by personnel,
- ❖ Partnerships with emergency responders ,
- ❖ Visitor sign-in procedures
- ❖ District Employee ID badges,
- ❖ Ongoing training with staff; regular drills with students
- ❖ First Aid/CPR certified staff in every building
- ❖ First aid kit in every school,
- ❖ School nurse on premises,
- ❖ Site Specific Crisis Management Team,
- ❖ District Crisis Intervention – Recovery Team.

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Crisis Management Guide for Parents



How will schools respond if an emergency situation occurs?

Depending on the nature of the emergency, we may go as far as implementing one of the following emergency procedures:

Building, Student, and Staff Security

If there is a level of threat on or near the school campus, we will conduct procedures specific to the type of threat. For example,

- ***Heightened Awareness*** means we increase monitoring of our environment and perimeter.
- ***Increased Security*** means all outside doors are locked and we continue with normal school activities.

Parent Reunification Procedures

1. Provide your **PHOTO ID** when picking up your child during an emergency.
2. Do not call the school. Please call **(609) 656-5444 or (609) 656-5600**.
3. Please follow directions from emergency responders and school personnel.

IMPORTANT-No unauthorized persons which includes parents, guardians, visitors will be allowed to enter the School, during the following Crisis Management Procedures.

Specifically, during any, ***Lockdown***-A lockdown is a security procedure used when we want our students and staff to remain in the building due to imminent danger inside or in close proximity to the school. It is designed to remove students from harm's way in anticipation of a police response to the scene. During a lockdown, we move all students to pre-determined secured areas under staff supervision. All students are accounted for and remain sheltered until an "all-clear" is declared.

Shelter-in-Place-If there is a threat of severe weather or of hazardous materials (biological or chemical) outside the school, we will conduct a shelter-in-place procedure. All students and staff will move to safe locations inside the building (interior classrooms and away from windows and doors).

At all times, we will follow the directions given by the Security Director, local police and/or the School Crisis Management Team.

Evacuation Procedures-are used to ensure the safety of students when the building has been threatened or when critical systems have been damaged presenting an immediate danger. This includes fire, toxic spills, flooding, natural disasters and potential acts of terrorism.

The purpose of the evacuation is to: (1) remove students and staff from harm's way, and (2) account for and unite students with parents in the most effective way.

Communication-It is understandable that parents will want to get in touch with their children in the event of an emergency. However, trying to call your child's cell phone may prevent them from hearing important, and perhaps even lifesaving information.

Also, cell phones cannot be used during **Bomb Threats**, they can possibly detonate a Bomb.

Please avoid calling the school during an emergency – the school staff will be dealing with the situation and may not be available to answer the phone.

Parents should use the communication resources listed in this brochure to get information during an emergency.