

Message from the Superintendent

The West Orange Public Schools are dedicated to providing a safe environment for the students. In cooperation with the town's emergency services, and the district's crisis management team, an extensive *Emergency Operations Plan* and *Crisis Management Manual* has been developed for each of our schools.

As concerned partners in your child's safety and well-being, we hope that we are never faced with a serious incident.

However, in the unlikely event of such an occurrence, I am confident that the school district's crisis management team has provided for the highest level of safety possible for the children while they are in our care.

Sincerely,
Jeffrey Rutzky

8/14

Elementary Schools

Gregory School (973) 669-5397

Hazel Avenue School (973) 669-5448

Mt. Pleasant School (973) 669-5480

Pleasantdale School (973) 669-5452

Redwood School (973) 669-5457

St. Cloud School (973) 669-5393

Washington School (973) 669-5385

Middle Schools

Edison Middle School (973) 669-5360

Liberty Middle School (973) 243-2007

Roosevelt Middle School (973) 669-5373

High School

West Orange High School (973) 669-5301

West Orange Board of Education
179 Eagle Rock Avenue
West Orange, NJ 07052

(973) 669-5400

website: www.woboe.org

WEST ORANGE
PUBLIC SCHOOLS

EMERGENCY PREPAREDNESS PLAN



Bright Futures Start Here

WEST ORANGE
BOARD OF EDUCATION

GUIDELINES FOR PARENTS AND GUARDIANS

In the case of an emergency, the West Orange Board of Education's first concern is for the safety of its students and staff. An emergency operations plan and crisis management manual is designed and in place for each individual school. Staff training is on-going.

In an emergency, as soon as the needs of the students have been met and they are safe and under adult supervision, a thorough attendance record will be taken. We will then make every effort to respond to your inquiries quickly.

Parents and guardians can help manage a crisis situation by:

Do Not Go to the School - Emergency vehicles may need to respond and traffic and parking congestion could hamper access of public safety / response vehicles.

Keep Phone Lines Open - In an emergency, the school will need the telephone lines to communicate with emergency response teams. Excess phone calls could hamper communications.

Remain Calm and Be Patient- Please cooperate and follow instructions provided by school and public safety officials. The West Orange School District and/or public safety officials will notify you as soon as possible regarding the situation; and, when and where you may pick up students. Also, please check the Board of Education website for news www.woboe.org and TV 36.

EMERGENCY PROCEDURES

Currently, three types of emergency procedures are practiced with the students and staff in West Orange Public Schools. Depending on the nature of the occurrence, one of the following emergency procedures will be put into effect.

Evacuation - If it is unsafe for students and staff to remain inside the building, an evacuation procedure will be initiated. Students and staff will be moved to one of several predetermined 'safe' locations. Directions given by local public safety officials will then be followed. Types of threats requiring evacuation include: fire, bomb threat, or air safety concerns due to chemicals.

Lockdown - If there is a threat of violence outside the school building, or an intruder presents an internal threat, a lockdown procedure will occur. In a lockdown, all doors - including classrooms - are locked and students are moved to a 'safe' location within the room. Directions by public safety officials will then be followed.

Shelter-in-Place - If there is a threat of severe weather, biological or chemical hazardous material exposure outside of the school building, or other potential danger outside, a shelter-in-place procedure will be conducted. Students and staff will be moved to predetermined 'safe' locations in the building (interior rooms away from windows and doors). Directions by public safety officials will be followed.

Special attention and procedures are in place for students housed in temporary structure

FREQUENTLY ASKED QUESTIONS

Will I be notified if an emergency or incident occurs in my child's school?

Yes, after the safety and well-being of the children have been provided for, parents and guardians will be notified as soon as possible through whatever communication vehicles are available.

Are the schools equipped with basic supplies and emergency equipment to handle situations until more aid arrives?

Yes, all of the public schools have emergency first-aid kits, emergency lighting systems, fire extinguishers, emergency alert systems, two-way radios, and other items (including water) recommended by public safety officials.

You can help by making sure your child's school has an up-to-date emergency card on file with current contact information and cellular phone numbers.

A note on medications

If your child requires daily medication, or emergency medication for allergic reactions or asthma, please provide the school nurse with a two or three day supply. Be sure the medication has not expired. Replace it as required.