

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

SECURITY AND CRISIS PLANS

While the Caldwell-West Caldwell Schools are located in an area of relative safety, it remains essential that we plan preventative measures for student and staff security and initiate responses if a safety violation occurs.

The Board of Education has made safety and security a priority district goal and has charged the administration to develop specific plans for implementation. The following information summarizes the procedures that are currently enacted within our schools and how they will affect parents.

I. SECURITY PLAN

a) Locked Doors

All exterior doors are locked after students enter the building each morning. A door locking system is installed on the exterior doors.

Entry to all buildings by parents during the school day is through the designated main entrance.

At Harrison School, all student occupied classrooms are locked from the outside. When children are outside the classroom, they are always supervised by an adult.

b) Visitor Access

At the Harrison, elementary, middle, and high schools, parents are directed to press a door bell that will ring in the main office. A camera at the entranceway transmits to a television monitor in the main office so that the office staff can see the parent. Two-way communication allows for questioning before the door lock is released. Parents entering the building will be directed to the main office to sign in, receive a Visitor's Pass, and confirm their appointment.

Please be advised that the high school is serviced with video surveillance equipment throughout the building and on the exterior of the building as an added security measure. The district acknowledges the assistance of the West Caldwell Township in collaborating on grants to fund this initiative.

c) Identification Badges

All district employees, including substitute teachers and contracted personnel, are required to wear identification badges during work hours to verify their status.

II. CRISIS PLAN

While our security plan attempts to prevent safety violations, our *Crisis Management Plan* directs the actions to be implemented if a violation actually occurs.

Our *Crisis Management Plan* covers the following emergencies:

1. Bomb Threat:
 - a) Suspicious Packages
 - b) Hazardous Materials/Toxic Spills
 - c) Disturbances/Demonstrations
2. Intruders in the Building
3. Weapons in the Building
4. Hostage Situation
5. Kidnapping
6. Self-Harming Behavior
7. Medical Emergencies
8. Natural Disasters
9. Untimely or Accidental Death

The *Crisis Management Plan*, which is reviewed and updated annually, was written by school officials, in consultation with local police, and emergency management, and first aid squad personnel and follows State and Federal guidelines. Due to the inclusion of safety-sensitive information, the document is not available for public inspection.

The *Crisis Management Plan* includes evacuation procedures if students need to vacate the school. For extraordinary circumstances, students might be brought to off-site locations in the community for their safety. Arrangements have been made with local institutions for this purpose. Parents will be notified by the district's *School Messenger* automated telephone calling system with pick-up information. **Please keep your emergency contact information current with your child's school.**

Some emergencies will require a lockdown or building containment response when the children will be held within the locked school building. During these emergencies, the security procedures will not allow any parents or visitors into the building until the situation is resolved. If a lockdown procedure is implemented, parents will be notified in detail via letter and e-mail about the situation as well as receiving the *School Messenger* automated telephone call upon resolution of the situation.

Again, it is essential to provide the school with accurate and current e-mail information if you wish to receive emergency communication via this method.

Security drills, often observed by the police departments, are conducted monthly at each of our schools.

Under new State law, effective November 1, 2011, all schools will engage in one fire drill and one security drill each month. Records of each drill are kept in the Principal's office.