



Safer Schools for a Better Tomorrow

Security Update October 2011

Why Do We Drill?

- Assure predictable response in the event of an actual emergency.
- Identify problems/weaknesses in plans and procedures.
- Staff and students practice and experience what is expected of them during an emergency
- **PRACTICE, PRACTICE, PRACTICE!**

Freehold Borough School District Safety Teams

- One district team, representatives from each school and central administration
- Each school has a safety team
- District Safety Team meet 4 times a year
- After each drill administrators debrief and report results at the district safety team meeting.

Safety Plan Red Binder

The security binder has 4 sections

- The first section has the crisis management plan and the responsibilities of staff members during an emergency.
 - Safety team information and demographics of each school
- The second section lists all emergency scenarios and the procedures that will be followed if a crisis should arise.

New Section of the Safety Binder

- Section 3 contains district policy on all safety issues
- Section 4 contains Crisis Management Guidance Forms and Advisory Documents, along with a resource guide for crisis interventions
- This last section addresses how to address the students and staff after a crisis

NJ Statute

18A:41-1

School Security Drills

- Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least **one fire drill** and **one school security drill** each month within the school hours, including **any summer months**, during which the school is open for instructional programs....

School Security Drills

- School Security Drill:

Exercise, other than a fire drill, to practice procedures used to respond to various school emergencies.

School personnel and local emergency responders will coordinate efforts to update plans for drilling, managing & responding to school emergencies

Required Drills

Each of the following drills must be conducted a minimum of **TWO** times per year:

- Active Shooter - result in a lockdown
- Evacuation – off site evacuation
- Bomb threat – on site evacuation
- Lockdown – for an inside or outside threat

Lockdown Drill

Addresses: Active Shooter scenarios as well as others which would require the following procedures to be instituted

Staff, faculty and students :remain confined to a room or area within a building with specific procedures to follow such as:

- Lock doors
- Close windows and shades $\frac{1}{2}$ way down
- Seek cover

Evacuation Drill

Addresses Bomb Threat scenarios as well as others which would require the following procedures to be instituted:

- The need for all occupants of a school building to orderly and safety evacuate.
- The need to evacuate to different assembly locations depending on the situation.

Emergency responders should be notified so that they are aware of the situation and may take appropriate action.

Evacuation Procedure

- Evacuate Immediately
- Take attendance book
- Close windows, classroom door, and turn off lights
- Follow designated exit routes
- Take attendance once outside
- Report unaccounted students to principal/designee
- Wait for further instructions

Evacuation Procedure

- This may include re-entering the building or reporting to pre-determined second location.
- Off site evacuation plan is unique to each school.

Lock Down Procedure

GENERAL PROCEDURE:

- Lock doors, windows, and pull shades $\frac{1}{2}$ way down.
- Rooms with windows turn off all lights, rooms without windows turn off all lights except one set.
- Have student sit on the floor farthest from windows/ doors.

Lock Down

- DO NOT open doors or move to another location unless directed by administration or the police

The Four Phases of Crisis Management

- Prevention
 - Addresses what schools and districts can do to reduce or eliminate risk to life and property
- Preparedness
 - Focuses on the process of planning for the worst case scenario
- Response
 - Devoted to the steps to take during a crisis

The Four phases of Crisis Management

- Recovery
 - Deals with how to restore the learning and teaching environment after a crisis

News and Updates

- Freehold Borough's safety binder is in compliance
- This year districts will be audited on the contents of the district's safety binder/school security drills
- All districts must be in compliancy by Oct. 2012
- This year's focus on the phases of crisis management, Recovery
- Recovery - Deals with how to restore the learning and teaching environment after a crisis

Confidentiality

- The security plan and the binder is **confidential**. Do not share plan with anyone except students and staff.
- Binder needs to be put in a secure location but easily accessible.
- Parents and members of the community should be aware that we have a security plan but not the particulars of the plan.

Have A Great Year



**BACK TO
SCHOOL**