

WALLINGTON PUBLIC SCHOOLS

EMERGENCY MANAGEMENT PLAN

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Superintendent of Schools**

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Revised/Approved: July 13, 2009

EMERGENCY MANAGEMENT PLAN (2009-10)

This plan is intended to provide a safe, healthy and secure atmosphere for students, faculty, other related staff and community members while engaging in the educational process in the Wallington Public School District.

Input has been solicited from the police, students, fire department, PTA, Home & School Organization, administration, WEA and WSA. The names of staff members specifically listed are subject to change

1. **EMERGENCY CRISIS MANAGEMENT TEAM**

An emergency crisis management team will have full building responsibility during a crisis. The members of the ECMT will be:

A. Wallington Junior-Senior High School

Dr. Pompeo, Principal Overall Responsibility and Direction

Mr. Kicinski, Vice-principal “

They have the responsibility to make decisions regarding building evacuation, code grey, contacting police, contacting the superintendent, directing press requests, etc.

Mr. Branick, Athletic Director Building/Student Management (Related arts wing)

Mr. Pavlic, Student Gov’t Coord. Building/Student Management (First floor)

Mr. Giordano & Mr. Blauvelt Building/Student Management (Gym area)

Mr. Rotonda “ (second floor)

Mrs. Marlene Vellis “ (third floor)

Their function is to oversee an orderly evacuation of the building if necessary, be available to monitor the activities in each respective hallway/area and to keep everyone calm.

The guidance counselors will assist in the event that any staff designated for “Building/Student Management” is absent or unavailable.

Mrs. Bartlett, Nurse Medical

Press/Board of Education Liaison – Dr. Cocchiola, or Dr. Pompeo in his absence.

B. Frank W. Gavlak School

Ms. Giambrone, Principal Overall Responsibility and Direction

Mr. Kordosky, Vice-Principal “

disposal. In the absence of the principal or superintendent the next person will assume control.

2. PERIMETER SECURITY

Signs are posted in all buildings directing all visitors to report to the main office upon entering the building. There is a procedure of signing in and out for all visitors as is required for all contractors.

A. Junior-Senior High School

Entrance from 8:30 a.m. through 3:00 p.m. is restricted to designated areas. Student entrance for the a.m. session and after lunch is restricted to three areas, one for high school students (library entrance, grades 9 – 12), one for junior high school students (room 103, grades 7 & 8), and one for all students on the north side of the building. A hall monitor or security person is positioned on the first floor. Visitor entry is restricted to one area (room 103). Visitors are buzzed in and directed to the main office for a visitor's pass. In addition there is a teacher on hall supervision on the first floor each period of the day to monitor student movement.

Twenty-four to forty-eight hour surveillance cameras are operating at the following outside areas:

Entrances adjacent to room 103, 105, the new wing hallway (room 111), the library entrance, the gym lobby/entrance (interior and exterior), the entrances near the dumpsters, and the front of the building.

Proximity ready systems will be installed at each designated entry area for staff.

B. Frank W. Gavlak School

Visitor entrance will be at the front door only. A monitor and buzz-in system are in place. Visitors are required to sign in and out. All other doors are locked and alarmed. The front (exterior), front rear (interior), second floor rear (interior and exterior) and gym (exterior) entrances all have camera surveillance as of Sept. 2006.

Proximity Reader Entry Systems will be installed at each designated entry area for staff entry.

C. Jefferson School

Visitor entry will be at the front door only. Visitors are required to sign in and out. Contractors, serviceman, etc. will enter through the rear entrance to the board secretary's office. Surveillance cameras and buzzer entry systems have been installed at the front (exterior) and rear (exterior/board secretary) entrances.

Proximity Ready Systems have been installed at the front, rear and side doors for staff entry.

3. REST ROOM SECURITY

The teachers will keep lavatory pass logs. Administrators, teachers, custodians, nurses and high school hall monitors will check these facilities on a random basis.

4. OUTDOOR SECURITY

The groundskeeper, physical education teachers, itinerant teachers, etc. will report any unidentified persons or unusual occurrence on the grounds to the building principal immediately. This will be reported to the police if necessary.

5. EVACUATION PLANS

A. Bomb Scare/Call (Reference the Wallington Public Schools Crisis Plan, approved September 9, 1991)

Call the police.

Check Caller ID for number identification.

Write down the exact words used. Note any identifying factors in the caller's voice.

The principal or designated member of the ECMT will announce: "Everyone will evacuate the building now and report to (state the designated area)." This will be followed by a ringing of the fire bells to ensure that everyone is aware of the evacuation procedure. All students will be moved to a safe distance from the building. It is important to vary the designated areas.

Junior-Senior High School – The designated areas will be along Main Street away from the front of the building, on the football field and the Orchard St. and Pulaski Ave. areas.

Gavlak School – The football field or Alden St.

Jefferson School – Along Mt. Pleasant Ave, Wagner Ave., Pine St. or Chestnut St. on the opposite side of the street.

Secretaries, and administrators, will see that the attendance sheets are taken from the building and made available to the police and school officials.

All teachers will take their attendance books with them when leaving the building(s). They will take note of anyone out of their room at the time of exit.

- B. FIRE ALARM (Reference the Wallington Public Schools Crisis Plan approved September 9, 1991)

Call the police.

All staff members will evacuate the building with the teachers and students as per the present procedures and along assigned routes. If an exit is blocked, take the nearest alternate exit. The custodian will check to see what area of the building triggered the alarm.

6. LOCK DOWN PLANS

- A. DANGEROUS PERSON (i.e. shooter, violent adult, etc.)

If a dangerous person or situation is identified in either building the staff member will inform the office immediately. If communication cannot be made in person, they will contact the office over the two-way PA with a pre-determined message or by sending a special colored (same as the code reference) card to the office.

Call the police.
Inform the principal and superintendent immediately.

Shut down all bells.

Announce “Code Grey” over the PA.
“We have a Code Grey – repeat Code Grey”
No one is to leave the rooms for any reason.

Teachers will close and lock all doors, shut off all lights, and confine students to the rear of the room away from the door window until a school official, police or fire personnel, using the proper designated password,

comes to the door to move them, or an announcement is made by the principal or his designee.

B. EXTERNAL SITUATION (i.e. a national announcement of a “Code Red” level of threat with local/state direction.)

Same procedure as in #6 (A). In the event of such a situation all efforts will be made to provide food (snacks) and water to students and staff until direction is received that it is safe to leave the building(s).

If time permits, the nurses will solicit an extra dose(s) of medication for all staff and students whose use we are aware of. The medication will be kept in a locked cabinet in the nurses’ offices.

All press contacts or calls will be directed to the Superintendent’s office.

7. PANDEMIC FLU EMERGENCY

The close proximity of students and staff on a daily basis makes the impact of a pandemic significant. Procedures will be put in place to ensure the continuance of the instructional program, the use of the buildings as overflow medical sites, maintenance of basic central office operations, and to address the impact on families and employees due to illness. Decisions regarding these procedures will be made by the Chief School Administrator with input from the school nurses, community health department and the district’s Chief Medical Examiner. Decisions to close the building(s), and/or to enact the components of this plan will be made by the Board of Education with input from the aforementioned persons or organizations.

Surveillance: Each school nurse and the town nurse would assist in a pandemic and participate in the screening, surveillance and tracking of students and staff during a threatened pandemic.

Prevention Education for Staff, Students and Families: The school district will provide information regarding influenza prevention and education to students, families and staff. This will consist of clear, accurate information regarding the potential spread of the disease and the preventive measures that the district will take. This will be done via the district’s website (www.wboe.org), the telephone communication system (Connect-ed) and print material.

Instruction: Procedures will be put in place to ensure continuance of the instructional program, including possible restructuring of the school calendar, deliverance of only core courses required for graduation, on-line communication and instruction, and off-site instruction.

School Facilities: The public must be assured that the building(s) are safe and sanitary. Steps will be taken to monitor access, access lavatories, provide custodial and maintenance care and to determine the space most suitable for use by the public health providers as onsite vaccination and medical clinics, or shelter.

Pupil Transportation: Procedures will be put in place to transport special services students in a safe manner. Alternate procedures will be put in place if the contracted bus company can not provide drivers. Assurance of appropriate cleaning will be required. This function is handled by the South Bergen Jointure who provides this transportation through contracted vendors.

Employees: Administrators will have a plan in place to replace absent teachers. Training in disease prevention will be provided. Short and long-term sick leave will be properly recorded.

Emotional Issues: The district's guidance, health and student assistance counselor personnel will address emotional and psychological issues arising from such a crisis.

ADDITIONAL ITEMS

1. Student attendance must be accurately recorded and available in the central office.
2. Visitors are defined as anyone who is not a student or staff member (i.e. alumni, parents, board of education members, vendors, contractors, college representatives, etc.).
3. Staff must address strangers or known visitors who are not wearing a pass.
4. Visitors refusing or unable to produce a pass will be reported to the office immediately and the police will be called. They will be reported as trespassers.
5. Use 911 only when it is an extreme emergency. Use 473-1715 in all other cases.
6. Substitutes must be made aware of our procedures.
7. Floorplans for each building have been sent to the local police and fire departments.
8. Each school will accommodate children on buses being transported from other districts who may be passing through Wallington during an "emergent" situation.
9. The buildings will be available to the borough's emergency personnel and community members during an "emergent" situation, day or night.
10. All staff, visitors, student teachers, etc. will wear ID tags.