



EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff and students.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

In the event there is an emergency or dangerous situation on campus involving an immediate threat to the health and safety of students and employees, the following procedures will go in to effect:

EMERGENCY EVACUATION PROCEDURES

1. When an emergency warrants the evacuation of the building, an announcement will be made over the public address system.
2. All members of the school community will proceed to the nearest exit and leave the building with all deliberate speed.
3. Deliberate speed does not mean running, pushing, or shoving. Any of the above will result in severe disciplinary action.
4. Silence is to be maintained throughout the evacuation of the building. Students are to speak only to inform others of a dangerous situation. Students are to follow the directions of all faculty and staff during the evacuation of the building.
5. Once outside the building, keep moving away to the designated evacuation assembly location areas. Students are to remain with a faculty/staff member so an accurate attendance can be taken.
6. Anyone turning in a false alarm will be prosecuted to the full extent of the law.

Medford Campus:

- a. Those on the ground floor will utilize as primary those exits which DO NOT have "SMOKE DOORS", i.e., not the stairwell exit.
- b. Those on the second floor will use the stairwells and NOT the elevators. At this time ALL STAIRS ARE DOWN ONLY.
- c. Exit routes will be used which do not require passing through corridor smoke doors. These doors close automatically when the fire alarm sounds.

EMERGENCY NOTIFICATION PROCEDURES

- If deemed necessary, the Principal or designee will notify local law enforcement, or other emergency responders as needed via phone, or through the School Resource Office (SRO), if applicable.
- If deemed necessary, a notification will be posted along the top banner of the BCIT and/or Adult Education website.
- If deemed necessary, an email letter from the superintendent or other school official will be sent to all staff.
- If deemed necessary, an email letter from the superintendent or other school official will be sent to all students via NEACT.

Scheduled testing of the emergency response and evacuation procedures are as follows:

- Bi-monthly daytime drills at both the Westampton and Medford campuses, September through August.
- Monthly evening drills at both the Westampton and Medford campuses, September through May

STAFF COPY

The following designees are authorized to determine whether an emergency or dangerous situation exists, and are authorized to initiate the notification process:

Superintendent of Schools

Business Administrator/Board Secretary

Assistant Superintendent(s)

Principal, Westampton Campus

Principal, Medford Campus

Assistant Principal(s), Westampton Campus

Assistant Principal(s), Medford Campus

Adult Education Assistant Principal