

# POLICY

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Lockdown/Shelter in Place**

## **8421 - CRISIS MANAGEMENT POLICY LOCKDOWN/SHELTER IN PLACE**

The purpose of this Policy is to act as a guide for the school district building administrators, school employees, students, and school board members to address a wide range of potential crisis situations which may require a law enforcement response, lockdown, or shelter in place.

This Policy provides guidance to the Superintendent of Schools and the District Security Officer in drafting crisis management plans which comply with Department of Education, New Jersey State Attorney General and Essex County Prosecutor's Office guidelines and the MOA with the Nutley Police Department.

1): The Superintendent of Schools and the District Security Officer will develop tailored building-specific crisis management plans for each school building in the school district. These plans will be developed in partnership with the Nutley Police Department Emergency Service Unit. Each building-specific plan may be modified based on building needs and police recommendations.

2) The school district will, to the extent possible, engage in ongoing emergency planning with the Nutley Police Department. The school district will ensure that the Nutley Police Department has access to all building-specific crisis management plans. The school district will provide training in partnership with the Nutley Police Department, to school district employees in order to enable them to act appropriately in the event of a crisis.

## **II. GENERAL INFORMATION**

### **A. Policy and Plans.**

1) The school district's Crisis Management Policy has been created in consultation with the Nutley Police Department in the event of a school emergency which requires a law enforcement response, lockdown, or a shelter in place. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval.

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The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures.

Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

**B. Elements of the District Crisis Management Policy.**

1. Crisis Procedures. This Policy includes procedures for securing buildings, classroom evacuation, building evacuation, lockdowns and sheltering in place. This Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. All general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental and mental health challenges.

2: Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside or outside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan. A minimum of one lock-down drill per month is required by this policy. Lock-down drills will be conducted in partnership with the Nutley Police Department.

3: Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental or mental health needs. The evacuation procedures should also

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address transporting necessary medications for students that take medications during the school day.

4. Sheltering Procedures. Sheltering provides refuge for students, staff and visitors within school buildings during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building specific crisis management plan.

C. Crisis-Specific Procedures. This Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

D: Leaders. The building administrator or his or her designee will serve as the points of contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee. This list should be provided to local law enforcement. When law enforcement emergency response officials are present, they will take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### **III. PREPARATION BEFORE AN EMERGENCY LOCKDOWN/SHELTER**

#### **A. Communication**

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role during a crisis situation. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. (Note: Certain elements of the plan will be kept confidential as to not compromise law

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enforcement response plans). Each school building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Facility Diagrams and Site Plans. All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be made available to the Nutley Police Department and maintained in the office of the building administrator.

C. Emergency Telephone Numbers. The Superintendent of Schools or his designee shall provide the Nutley Police Department with a current list of emergency telephone numbers for each school building. This list will be updated annually.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones and cell phones may not be operational or may be dangerous to use during an emergency.

D. Media Procedures. The Superintendent of Schools has the authority and discretion to notify parents or guardians and the school community in the event of a crisis with requires early school closure. The Superintendent of Schools will designate a spokesperson who will work in conjunction with local law enforcement to notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state laws relative to the release of private data when conveying information to the media.

References: N.J.A.C. 6A:16-5.1(b)  
NJ Attorney General Law Enforcement Directive No. 2007-1  
Memorandum of Agreement between Nutley Police Department and Nutley Board of Education dated January 8, 2009.

Adopted: 21 December 2009