



## Emergency Contingency Plan

The contingency plans have been put into place to ensure the safety of our children and staff.

No unauthorized vehicles are permitted to drive through or park near any of our school buildings. Barriers or personnel cars will block access.

In the event of a need to evacuate the school building, we are arranged through a mutual assistance agreement with the local district to use the neighboring school building. In Lodi, we would use Wilson School. In Maywood we would use Maywood Avenue School and Lyndhurst would use the St. Michaels Church.

If it becomes necessary to employ a lock down, then children will be brought to the basement hallway or predetermined rooms. We will be keeping food, snacks and water to accommodate the need to remain in the building for an extended time.

Contingency plans with Lodi, Maywood and Lyndhurst have been coordinated to ensure that our schools and children are prepared to deal with an emergency. In the event of a lock down, you will be able to call the alternate campus for information. If Lodi is involved call Lodi if Lyndhurst is involved call Maywood.

Moonachie campus follows the Moonachie district contingency plan and Rutherford Campus follows the Rutherford district contingency plan.

We hope that all the plans developed are unnecessary, but we are prepared to deal with an emergency situation. This information is meant to provide you with some comfort that our schools have developed plans for emergencies.

As part of our emergency contingency plan, we need to be prepared to deal with the medical needs of our students and staff. One of our concerns involves the need for medication to treat a medical condition. It is "Imperative" that we be advised of any medication your child has been prescribed and is taking. In addition we will need a two to three day supply in case of an emergency and there is a building lock-down.

Please have your child's doctor write a prescription directing the nurse to administer the medication and describe exactly what medication is involved and directions for administering it (i.e. one time or two times daily, etc).

If your child has any kind of condition that would require special attention, we need to be advised.

In states of emergency the South Bergen Jointure Commission staff shall follow the guidelines developed to address potential threats to the safety and welfare of its personnel and students.



- 1.** All doors must remain locked during school hours.
- 2.** All visitors must use the front door and be admitted only after screening.
- 3.** All visitors “must” display a visitor’s pass at all times and be supervised by SBJC personnel as to their whereabouts.
- 4.** Anyone in a SBJC. facility not part of the staff and not wearing a visitor’s pass shall be challenged by a staff member and escorted to the office. If they leave the building without going to the office, the person shall be reported to the police.
- 5.** All delivery people shall be supervised while in the school building.
- 6.** No vehicles are to park in the driveway or near the building except when they are picking up children and they are identified as a parent or contracted school vehicle. Any idling vehicles not identified shall be reported to the police.
- 7.** In the event a threat is declared by the police or school authorities all children shall be removed from the classroom in a fire drill fashion and sent to a building designated to be safe.
- 8.** In a threat is external and requires going to safety, all children shall be guided to the basement or first floor area and placed in the hall or away from all windows and glass.