

Why the need for a School Emergency Guide?

The East Rutherford Board of Education and Administration are committed to providing a safe environment for students, staff and visitors. We work closely with local, county and state offices (police, fire, EMS, OEM and public health) to ensure that our schools are prepared for an emergency. This **Guide** provides information about the steps you can take if a crisis were to occur at your child's school. **Please keep this pamphlet in a place where you can access it in case of an emergency.**

As a parent, what can and should I do to prepare for a school emergency?

There are two (2) very important things that you *must* do:

- Make certain that the school has your current address, home telephone number, cell phone number and work number.
- Provide accurate emergency contact information to your child's school and notify the school if the information changes.

Either or both our school telephone chain or our automated telephone calling system will use your current telephone contact information in the event that it becomes necessary to contact you.

What should I do during a school emergency?

During an emergency, you will receive a telephone contact. However, you may also visit www.erboe.net or listen to the radio/TV stations used for school closing notifications.

What should I NOT do during a school emergency?

In case of a school emergency,

- **DO NOT** call or rush to your child's school. Telephone lines and staff are needed for emergency response efforts.
- **DO NOT** telephone or text message your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- **DO NOT** rely on rumors. Rely only on official information from school or public safety officials.

Wait for official communication regarding the situation and the location of the site for reunification with your child.

What are the safety terms and procedures?

In the event of an emergency, at your child's school, it is important to know these terms:

Lockdown – A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked and students and staff are confined to classrooms. **No entry into or exit from the school will be allowed until an "all clear" announcement is made.**

Evacuation – In the event of certain building emergencies, students will be evacuated and relocated to an evacuation assembly area. **In the event that students are dismissed from the evacuation area, students will ONLY be released to a parent/guardian with picture ID and permission from a school official.**

Shelter-in-Place – In the event of a hazardous chemical spill or severe weather conditions, students and staff are directed to take shelter in designated school areas to protect them. **No entry into or exit from the school will be allowed until an "all clear" announcement is made.**

How can I be reunited with my child?

As parents ourselves, we fully recognize the importance of reuniting children with their families as quickly as possible in the event of an emergency. While child's safety is our first concern, it may be necessary, in certain situations, to limit a parent's access to a child temporarily in the interest of safety and security. Parents/guardians will receive/can find reunification information in the following manner:

- School telephone/email contact;
- School Emergency Calling System
- Radio/TV station announcement(s);
- www.erboe.net; and,
- Local municipal officials.

Each school will have a specific procedure for helping parents reunite with their child. Parents will be directed to a specific location where they will be **required to show identification**. Remember, that a student can only be released to an adult who is a parent/guardian or to an adult that has been designated on the Emergency Information Record. **Please make certain that your child's school has your current contact information.**

The reunification process can be very timeconsuming, so parents are urged to be patient.

During an emergency, it is critical that parents receive information and directions from school officials before going to their child's school. Our staff will strive to provide accurate and timely information that will be released to parents, and to the general public. However, it will always be the case that the safety of the students and staff will be a priority.

I thank you for your cooperation and support!

Superintendent

**EAST RUTHERFORD
BOARD OF EDUCATION
East Rutherford
School District**

**Board of Education and
Administrative Offices**

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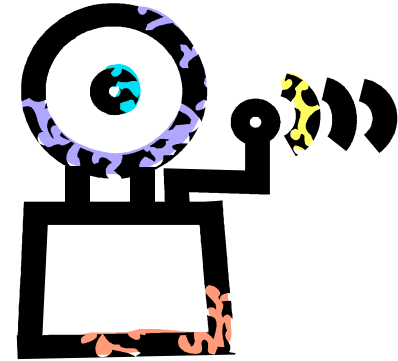
**Web-site:
www.erboe.net**

**EAST RUTHERFORD
SCHOOL DISTRICT**

School Emergency Guide

Informative Guidelines for Parents
to Follow in the Event of a

School Emergency



Parent Information