

**PARK AVENUE SCHOOL  
EMERGENCY MANAGEMENT  
PLAN  
2017-2018**



**DR. MYRON HACKETT, PRINCIPAL  
MS. DEVONII REID, ASST. PRINCIPAL  
231 PARK AVENUE  
ORANGE, NJ 07050**

## TABLE OF CONTENTS

Parent/Guardian Letter	3
Emergency Teams and Telephone Numbers	
a. District Response Team	4
b. Park Avenue School Crisis Team	4
Emergency Telephone Numbers	5
Emergency Implementation Plan	6
Fire and Security Drills	6
Evacuation	7
Lockdown/Active Shooter	9
Short and Long Term Procedures	10
Bomb Threat	10
Closure Procedures for Safe Haven Sites	12
Appendix A: Staff Roster.....	14
Appendix B: Student Rosters...	15

**ORANGE TOWNSHIP PUBLIC SCHOOLS**  
**PARK AVENUE SCHOOL**  
**231 Park Avenue, Orange, NJ 07050**  
**Tel: (973)677-4124**  
**<http://orange.schoolwires.com/park>**

Mr. Ronald Lee  
Interim Superintendent of Schools

---

Dr. Myron Hackett  
Principal

Ms. Devonii Reid  
Asst. Principal

September 1, 2017

Dear Parents/Guardians,

In an effort to be prepared for any and all emergencies, Park Avenue School has developed a School Emergency Management Plan. The Park Avenue School Emergency Management Plan is on file in the main office. It includes the names of staff members who make up the District Response Team and the Park Avenue School Crisis Team. Emergency telephone numbers for local, county, and state agencies are listed. The implementation of emergency procedures for evacuations and lock-downs are clearly stated. Included in the plan are instructions for the staff in the event that the electronic communication system is inoperable. The responsibilities of the administrator and staff concerning telephone bomb threats are clearly addressed in the plan. Instructions on how to contact parents/guardians from the building site or Safe Haven sites are also outlined.

Please be diligent in providing updated contact information for your child. Telephone numbers must be current. Inform the school immediately if there is a change in the person or telephone number you originally listed on your child's emergency card.

Your cooperation is extremely important if we are to implement the procedures in the Emergency Management Plan successfully.

Thank you in advance for your cooperation,

**EMERGENCY RESPONSE TEAMS**

**ORANGE SCHOOL DISTRICT MANAGEMENT  
RESPONSE TEAM**

Mr. Ronald C. Lee	Interim Superintendent of Schools	973-677-4040 ext. 6002
Dr. Paula Howard	Deputy Superintendent	973-677-4000, ext. 6084
Mr. Adekunle James	Business Administrator	973-677-4190 ext. 6000
Ms. Shelly Harper	Director of Special Services	973-677-4027 ext. 6031
Mr. Jacques Narcisse	Manager of Buildings/Grounds	973-886-3003
Mr. Warren	Orange Police Director	973-266-4111

**PARK AVENUE SCHOOL CRISIS RESPONSE TEAM**

Dr. Myron Hackett	Principal	973-677-4000 ex. 4006 862-216-0856-c
Devonii Reid	Asst. Principal	973-677-4000 ex. 4004
Dana Jones	Guidance/Social Worker	973- 677-4000 ex. 4038 973-776-2568-c
TBD	Nurse	973-677-4000 ex. 4002 732-266-6068-c
Bola Powell	Secretary	973-677-4124
Elsie Green	Security Guard	973-677-4000 ex. 4043 973-210-1040-c
Denise Harlem	Technology	973-677-4000 ex. 4050 973-477-9804-c
Joanne McKenna Peter Naumowicz Linda Martelli	PE Teacher PE Teacher Media Specialist	973-677-4000 ex. 4037 973-677-4000 ex. 4037 973-677-4000 ex. 4090

## **EMERGENCY TELEPHONE NUMBERS**

### **AMBULANCE-FIRE-POLICE EMERGENCY-DIAL 911**

Orange Police Department	973-266-4111
Orange Fire Department	973-266-4226
Orange Town Hall/Office of Emergency Management	973-266-4005, 4501, 4502, 4503
Orange Department of Public Safety/Office of Emergency Management	973-266-4068
East Orange General Hospital	973-672-8401
Orange Township Department of Public Works	973-266-4031
Orange Family Service Bureau	973-733-3000
American Red Cross	1-800-783-4272
Essex County Office of Emergency Management	973-857-3925
Essex County Sheriff's Department	973-621-4111
New Jersey State Police	973-338-8260
Public Service Electric & Gas Co.	973-746-7000
Verizon Telephone Company 24 hour service	1-800-275-2355
Child Abuse Hotline (DCF)	1-877-652-2873
Suicide Prevention	1-800-448-4668
Health Department	973-254-4976
Poison Control Center	1-800-962-1253
Local Weather Bureau	973-976-1212

## EMERGENCY IMPLEMENTATION PLAN

All the members of the Park Avenue School Crisis Response Team will house a copy of the Emergency Management Plan.

Communication devices (Megaphones and Whistles) will be provided for selected members of the Crisis Response Team. These items will be stored in the closet in Room #111, the Principal's Conference Room.

### CRISIS RESPONSE TEAM:

- Dr. Myron Hackett-Principal
- Ms. Devonii Reid-Assistant Principal
- Mutahannah Peacock-Social Worker
- Bola Powell-Secretary
- Vacancy -Nurse
- Dave Brannon / Victoria Pena -Custodian
- Elsie Green-Security
- Denise Harlem-Technology Coordinator
- Joanne McKenna, Peter Naumowicz and Linda Martelli, Specialty Teachers

## FIRE AND SECURITY DRILLS

### **DRILLS**

*Fire, school security drills*

18A:41-1

Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill.

**Schools are required to conduct a school security drill within the first 15 days of the beginning of the school year.**

Schools are required to hold a minimum of **two** of each of the following security drills annually:

Evacuation (non- fire);

Lockdown;

Bomb Threat;

Active shooter.

Examples of other types of security drills:

Shelter-in-place;

Reverse evacuation;

Evacuation to relocation site;  
 Testing of school’s notification system and procedures;  
 Testing of school’s communication system and procedures;  
 Tabletop exercise;  
 Full scale exercise.

**Situation A**

**Evacuation of the Building:**

- Exit procedures for emergencies are posted next to each room.
- The Fire Alarm will sound to initiate an evacuation.
- In the event that the fire alarm is not operational, Crisis Team Members, at their designated sites, will blow one long whistle in succession.
- Teachers will secure student grade rosters and/or student attendance cards before evacuating.
- The PA system will be used to communicate additional instructions concerning evacuation. The designee is Dr. Denise Harlem.
- In the event that the PA system is not operational, Megaphones will be used in each hallway.
- Cell Phones will be used to correspond with Crisis Response Team Members.

**Evacuation to a Safe Haven**

School personnel will escort the entire school population to the following designated sites (Communication about arrangements is in place):

Safe Haven #1: Ebenezer Baptist Church 153 William Street Orange, NJ 07050 (973)673-8132	Safe Haven #2: Bethel Baptist Church 226 Wallace Street Orange, NJ 07050 (973)675-6952/(973)675-8031
Contact: Toni Lee-Cook Teachers In-Charge: Denise Harlem	Contact: Alma Clay Teachers In-Charge: Linda Martelli

**Building Evacuation**

In an emergency, requiring the evacuation of students from the building, it is the teacher who is responsible for determining the safest path of evacuation for their students and evacuating them. The safest path may or may not be the standard evacuation stairwell and exit.

The following listing shows the standard evacuation stairwells and exits for each room in the school.

During a fire drill, the teacher should take their students out of the building using the stairwells and exits listed below.

**Exits, Stairwells, and Room #'s:**

**Gym Exit**

GYM classes exit onto Park Place

**Exit A, Corner of Park & Park Place,**

Room #s 111, 112, 102, 103, Main Office, 101, 309, 308, 202

**Exit B, Library Corner of Park Avenue & Duane Street,**

Room #s 105, 106, 107, 114, 217, B16, 201, 203, 204, 205, 206, 207, 207, 211, 212

**Exit C, Duane Street by Entrance to Rear Parking Lot,**

Room #s 118, 121, 122, 213, 214, 217, 221, 222, 223, 230, 231, 233

**Exit D, Entrance in the Middle of Parking Lot**

Room #s 124, 125

**Exit E, Entrance by Cafeteria**

Room #s 224, 225, 226, 227, 228, 310, 311, 314, 316, 317, 318, 319

**After exiting, teachers should take their students in an orderly fashion, a safe distance from the school building.**

**Situation B/C**

**Lock-Down/Active Shooter:**

- The principal will use the PA System to deliver the following announcement:

“MAY I HAVE YOUR ATTENTION PLEASE: IMMEDIATELY INITIATE LOCK-DOWN PROCEDURES.”

- In the event the PA system is not operational, megaphones will be used.
- Continuous chimes will serve as a signal to staff members to follow lock-down procedures.
- In the event the electronic bell system is not operational, whistles will be blown in short spurts.
- The principal will report the emergency by pressing 9 then 911.
- The Principal will contact the Superintendent’s Office (973-677-4040).

**IN THE EVENT OF THE PRINCIPAL’S ABSENCE, HIS DESIGNEE WILL ASSUME HIS RESPONSIBILITIES.**

**LOCK DOWN PROCEDURES:** A lockdown is implemented when a criminal element is believed to be on the premises.

**Classroom Lockdown:**

Staff, faculty and students remain confined to a room or area within a building with specific procedures to follow, such as:

- locking doors, closing or opening windows and shades, and seeking cover.

**Shelter In-Place Lockdown:**

In a shelter in place occupants are to remain within in their classroom, but can be moved to a different area due to a dangerous event taking place outside of the building; for example the release of a chemical cloud from a nearby plant. **DEPENDING ON CIRCUMSTANCE TEACHING MAY BE ALLOWED TO CONTINUE!**



### **Active Shooter:**

An active shooter situation involves one or more individuals' intent on causing physical harm who are believed to be armed, has used, or has threatened to use a weapon to inflict serious bodily injury or death on other person(s) and/or continues to do so while having unrestricted access to additional victims.

- In response to an active shooter, the building may be placed under lockdown or an evacuation may be ordered.
- Once a building is in lockdown the law enforcement incident commander will determine whether to order a law enforcement-supervised evacuation or leave it in lockdown mode.

### **Short and Long Term Procedures:**

1. Principal or Designee will have ongoing correspondence with the District Leadership.
2. Crisis Team members will make telephone calls to parents via school telephones and/or cell phones.
3. Water and snacks, which were stored for emergencies, will be supplied.
4. First Aid Kits will be available.
5. The following staff trained in CPR will be available to students and staff.
  - Madge Stewart-School Nurse
  - Joanne McKenna-PE Teacher
6. Teachers will provide activities for students such as academic assignments, storytelling, singing, television, movies, etc..
7. Secure medicines for the following students:

### **Situation C**

#### **Bomb Threat, Non-Electronic, Telephone:**

There is a real possibility that electronic communications systems and devices can detonate a bomb, i.e. two-way radios, the PA system, the bell system, and the fire alarm system.

Therefore, Park Avenue School has developed the following plan to communicate an evacuation to the entire student body and staff in the event of a bomb threat that is determined valid.

Park Avenue School will utilize a whistle system to communicate bomb threat evacuations.

#### **WHISTLE CODES:**

- **Single Successive Toots:** Searching for the principal.
- **Double Successive Toots:** Principal has been located.
- **Triple Successive Toots:**All staff and students are to evacuate the building immediately.

#### **PROCEDURES:**

1. Once a bomb threat is phoned in, Park Avenue School will follow the Evacuation Procedures in the PAS Emergency Plan.
2. The following staff members will have a whistle in their possession:
  - Principal- Dr. Myron Hackett
  - Vice Principal – Devonii Reid

- Guidance/Social Worker- Dana Jones
- Secretary- Bola Powell
- Nurse- TBD
- Custodian- Dave Brannon/ Victoria Pena
- Security Guard- Elsie Green
- Technology Coordinator- Denise Harlem
- Specials Teachers- Joanne McKenna, Peter Naumowicz and Linda Martelli

3. In the event the principal is not in the office at the time of a telephone threat, office personnel will immediately go through the building to locate the Principal by blowing their whistles simultaneously in single toots.

**(If the principal is not in the building at the time of the threat, office personnel must contact his designee.**

4. When other staff members who are part of the **Crisis Team** hear the whistle patterns they will join in by blowing their whistles in the single successive toots.

5. All personnel with whistles will blow their whistles in single successive toots in an effort to locate the principal.

**IF THE BELL RINGS IT IS TO BE IGNORED!**

6. Once the principal hears the signal, he will respond with double successive toots as he reports to his office. As the double successive toots are heard by the other Crisis Team members they too are to blow their whistles in double successive toots to alert staff that the principal was located.

7. All Crisis Team Members will report to their designated areas. Staff and students will remain in the classrooms.

8. The principal will decide whether or not to evacuate the building. If it is decided to evacuate, staff members with whistles will immediately report to their designated locations while simultaneously blowing their whistles in triple successive toots. Triple toots will alert all students and staff to evacuate immediately utilizing the Bomb Threat Evacuation Plan. If the principal decides the bomb threat is invalid, he will announce over the PA that there will be no evacuation.

Safe Haven #1: Ebenezer Baptist Church 153 William Street Orange, NJ 07050 (973)673-8132	Safe Haven #2: Bethel Baptist Church 226 Wallace Street Orange, NJ 07050 (973)675-6952/(973)675-8031
Contact: Toni Lee-Cook Teachers In-Charge: Joanne McKenna & Denise Harlem	Contact: Alma Clay Teachers In-Charge: Dana Jones & Linda Martelli

**Telephone Threat Procedures:**

1. Listen to the message without interrupting the caller.
2. Write down the message, noting time of call, unusual background noises, and estimated age of caller, and try to keep the caller talking.
3. Attempt to ascertain from the caller the type of bomb, where it was placed, the time of detonation, and the reason this school was targeted.
4. After the caller has concluded his or her threat, hang up and immediately lift the receiver and press \* 57 (call trace).
5. If the school has Caller ID, note the number of the incoming call.
6. Immediately, notify the principal of the received call and what was said.

<b>Administrator’s Responsibilities</b>	<b>Teacher’s/Staff Responsibilities</b>
Evaluate the bomb threat and determine if a building evacuation is called for. (In some jurisdictions it is mandated that schools will be evacuated every time a threat is received).	After notifying teachers and students to evacuate the school, the Crisis Response Team member will conduct a limited search of the classroom to determine if any strange or unknown objects are in the room.
If a threat is decided to be valid, call 911 to indicate that the building is being evacuated because of a bomb threat. Activate EMT Turn off bell system Don’t use PA system Turn off all two-way radios  <b>DO NOT UTILIZE THE FIRE ALARM SYSTEM TO EVACUATE THE BUILDING.</b>	Teachers are to proceed to predestined exits to evacuate the building taking along class rosters, roll book, or attendance cards.
Dispatch the Crisis Response Team to notify each classroom of the need to evacuate the school. After completing this task, the team will conduct a limited search of the common areas in the school.	Maintain control of students and advise a Crisis Team member of any missing children.
Consult with police/fire officials to determine when it is safe to reenter the school.	Do not reenter the building until directed to do so by a Crisis Team member.

**CLOSURE PROCEDURES**  
**AT PARK AVENUE SCHOOL AND SAFE HAVENS**

Homeroom teachers should evacuate the building with class rosters and/or attendance cards.

**In the event that rosters and/or attendance cards were not secured** by the homeroom teachers upon evacuation, a list of all students and emergency contact telephone numbers are a part of this document's appendix.

**Contact Procedure:**

**CRISIS TEAM MEMBERS WILL MAKE PARENT CONTACT**

1. Crisis Team members will call the parent/guardian at the number designated as the emergency contact number. If contact at this number is not successful, call the person listed by the parent/guardian as the emergency contact person.
2. The date and time of each call will be recorded.
3. Student pick-ups must show identification, sign, date, and indicate the time they picked up the student next to the student's name on the roster.
4. The Orange Police Department will be notified regarding any student(s) who has not been picked up.

**Staff members will remain at the Safe Haven sites until every student has been picked up by a parent/guardian, or designated adult. Or until such time the principal announces the dismissal of staff members.**

**ADDENDIX A: STAFF ROSTER**

**APPENDIX B: STUDENT ROSTERS**