Eastside High School
SCHOOL SAFETY PLAN
2016 - 2017 SCHOOL YEAR

PATERSON PUBLIC SCHOOLS
90 DELAWARE AVENUE
PATERSON, NEW JERSEY 07503

TELEPHONE: (973) 321-0595 or 0597
FAX: (973) 321-0598

SCHOOL SAFETY SUPERVISOR: Mr. Zatiti Moody, Principal of Operations
Zatiti Moody

TELEPHONE: 973-321-2418 FAX: 973-321-0392
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Section 1
Daily Operational Procedures
1-1. SCHOOL BOARD AND CONTRACT SECURITY POST ASSIGNMENTS

General Rules
1. School Board Officers and Contract Security Officers will conduct themselves in a professional and courteous manner at all times.
2. School Board Officers and Contract Security Officers will not allow students to remain on their post for extended conversations.
3. School Board Officers and Contract Security Officers will remain on their assigned posts until relieved by authorized personnel or instructed by authorized supervisors to respond to an immediate security situation.
4. All students/intruders detained for infractions will be referred to the School Safety Supervisor or other designated security or school administrator.
5. School Board Officers and Contract Security Officers will report unusual incidents to the School Safety Supervisor or other designated security supervisor or school administrator.
6. School Board Officers and Contract Security Officers will escort all intruders to the School Safety Supervisor or other designated security supervisor or school administrator.
7. School Board Officers and Contract Security Officers will call for backup/assistance when necessary.

SCHOOL BOARD AND CONTRACT SECURITY OFFICERS POST DESCRIPTIONS

<table>
<thead>
<tr>
<th>Post Number and Location</th>
<th>Description of Duties and Responsibilities</th>
</tr>
</thead>
</table>
| School Security Team Leaders | Basement Team Leader – Mr. Robert Silva  
|                           | First Floor Team Leader – Mr. Edgard Nieves & Lt. Ronald Humphrey  
<p>|                           | Second Floor Team Leader – Mr. Rakim Hill |
| 1. Basement-Market St. | Contracted Security Guard - Maintain female bathroom on Market Street side of hall, watch doors 13 &amp; 15, as well as fire boxes by 13, 14 &amp; 15. <strong>Monitor safety of students, help in providing a safe learning environment for all students.</strong> |
| 2. Basement-Park Ave. | Contracted Security Guard - Maintain hallway on Park Avenue side, watch doors 22, 23 &amp; 24, as well as fire boxes by doors 22, 23 &amp; 24. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong> |
| 3. Basement-Auto shop | Contracted Security Guard - Maintain boys’ bathrooms by auto shop, watch doors 2, 3, 4, 9 &amp; 10, as well as watch fire boxes by door 2, 3, 4, &amp; 10. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong> |
| 4. Basement-Main Hallway | Contracted Security Guard - Maintain hall by library, watch doors 11 &amp; 12, as well as the fire boxes by doors 1, 11 &amp; 12. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong> |</p>
<table>
<thead>
<tr>
<th>Post</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. 1st Fl. – Market St.</td>
<td><strong>Contracted Security Guard</strong> - Maintain hallway on Market Street side, watch doors 13 &amp; 15, as well as fire boxes at doors 13, 14 &amp; 15. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>6. 1st Fl. – Park Ave.</td>
<td><strong>Contracted Security Guard</strong> - Maintain hallway on Park Avenue side, watch doors 22, 23 &amp; 24, as well as fire boxes at doors 22, 23 &amp; 24. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>7. 1st Fl. – Gym Area</td>
<td><strong>Contracted Security Guard</strong> - Maintain hallway by the Gym area, watch boys’ restrooms, watch doors 4, 9, 10 &amp; 11, as well as fire boxes 2, 3, 4 &amp; 10. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>8. 1st Fl. – Auditorium</td>
<td><strong>Contracted Security Guard</strong> - Maintain hallways in front of the Auditorium, watch doors 11, 13 &amp; 24, as well as fire boxes by door 1, 11, 13 &amp; 24. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>9. 2nd Fl. – Market St.</td>
<td><strong>Contracted Security Guard</strong> - Maintain hallway on Market Street side, watch doors 13, 14 &amp; 15, as well as fire boxes by door 13, 14 &amp; 15. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>10. 2nd Fl. – Park Ave.</td>
<td><strong>Contracted Security Guard</strong> - Maintain hallway on Park Avenue side, watch doors 22, 23 &amp; 24, as well as fire boxes by door 22, 23 &amp; 24. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>11. 2nd Fl. – Science wing</td>
<td><strong>Contracted Security Guard</strong> - Maintain Science wing hall, student rest rooms, watch doors 2, 3, 4, &amp; 10, as well as fire boxes by door 2, 3, 4 &amp; 10. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>12. 2nd Fl. – Main Hallway</td>
<td><strong>Contracted Security Guard</strong> - Maintain main hallway in front of Auditorium Balcony, as well as watch the fire boxes by door 1, 11, 12, 13 &amp; 24. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>13. 3rd Fl. – Main Hallway</td>
<td><strong>Contracted Security Guard</strong> - Maintain Market Street side of hallway, watch doors 13, 14 &amp; 15, as well as fire boxes by door 13, 14 &amp; 15. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
<tr>
<td>15. Door 1</td>
<td><strong>Contracted Security Guard</strong> – Door 1. Meet and greet all guests, assure proper sign-in and verify identity, announce all guests. <strong>Monitor safety of students, facilitate fire drill evacuation, monitor hallway, help in providing a safe learning environment for all students.</strong></td>
</tr>
</tbody>
</table>

**NOTE:** A daily roll call will be prepared listing the name and specific assignment of the School Board Officer or Contract Security Officer concerned in accordance with these Post Descriptions.
1-2.  PATERNSON POLICE OFFICER ASSIGNMENTS

Paterson police officers working as part of the paid detail at this school will sign on duty at the beginning of their tour and off duty at the completion of their tour in Room 142. Note: Maintenance and inspection of this log is the responsibility of the School Safety Supervisor.

Responsibilities of the police are to secure protect and ensure the safety and welfare of persons and properties related to the Paterson School District. Dedicated to ensure an educational atmosphere where students and staff can attend a school day uninterrupted by violence, intimidation, drugs or anything that would obstruct the educational process of the schools and to maintain a working relationship with school officials.

The following is a description of the specific tours and assignments of Paterson Police Officers working the paid detail at the school. These tours and assignments should be prepared in conjunction with the Paterson Police Department School Supervisor and School Safety Supervisor in order to maximize the effectiveness of these officers as part of the overall school safety plan. Using this format, a daily roster should be prepared at each school listing the full name and badge number of the officer(s) assigned, indicate the tour start and finish times, and describe the duties of each post, including the conditions that the post is designed to control and correct and the times when these conditions occur.

### Paterson Police Officer Assignments

<table>
<thead>
<tr>
<th>Officer Post</th>
<th>Tour Start and Finish</th>
<th>Description of Duties/Conditions (Include specific start and finish times)</th>
</tr>
</thead>
</table>
| **Police Post 1**  
Basement (Main Hall Library) | Room 142 / Room 142 | Sign In Room #142, Assist in maintaining the safety and well being of the entire school. **Assist with Café supervision.** Sign Out Room #142 |
| **Police Post 2**  
1st Floor (Main Hall Aud.) | Room 142 / Room 142 | Sign In Room #142, Assist in maintaining the safety and well being of the entire school. **Assist with Café supervision.** Sign Out Room #142 |
| **Police Post 3**  
2nd Floor  
(Main Hall Aud. Balcony) | Room 142 / Room 142 | Sign In Room #142, Assist in maintaining the safety and well being of the entire school. **Assist with Café supervision.** Sign Out Room #142 |
1-3. VISITOR CONTROL PROCEDURES

1. The School Safety Supervisor will assign a School Board Officer (SBO) or a Contract Security Officer (CSO) to the main entrance. When such officer is not assigned, the Principal of Operations shall assign a specific and clearly designated school employee to be stationed at the school’s main entrance to enforce the visitor control procedures. A SBO, a CSO or other appropriate staff person must cover the main entrance until the end of the school day.

2. Visitors wishing to enter the building will be required to ring the door bell to access the building and provide at least one (1) item of valid identification, preferably a photograph I.D. (e.g. Driver’s License). The SBO, CSO or the staff member on duty at the main desk will record the date and time of arrival of the visitor as well as the name and destination of the visitor in the Visitor’s Logbook. All visitors will sign next to the entry made by the SBO, or CSO or staff person on duty. Logbooks must be maintained at the school for a period of three years.

3. Visitors will be issued a visitor’s pass. Visitors will be informed that they must surrender their passes to the SBO, CSO or staff person when they leave the building.

4. The SBO, CSO or staff person shall record the time of departure in the Visitors Logbook parallel to the initial entry for each visitor.

5. The School Safety Supervisor and other supervisory staff will periodically inspect and sign the Visitor’s Logbook to ensure that it is being maintained properly and to ascertain that no visitor is remaining in the building for an unauthorized period of time. In such a case, security staff should verify that the visitor is still in the building. If the verification cannot be made, the Principal or School Safety Supervisor shall be notified for possible implementation of Intruder Procedures.

If separate programs housed within the school building follow a different procedure than the main site, a detailed description of this procedure must be provided below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
1-4. DISMISSAL AND CLOSING PROCEDURES

DISMISSAL PROCEDURES

(If there are multiple programs with differing dismissal and closing times in the school building, reproduce this sheet, and enter the data for each program on a separate sheet.)

The 1st Dismissal starts at 3:03 p.m.

The 2nd Dismissal starts at 6:30 p.m. (for Credit Recovery Program)

Bus students are dismissed at 3:00 p.m. via exits located at Door # 3

Bus students are supervised by Ms. Warburton/Ms. Young, Ms. Stewart, Ms. Kardashinetz and monitored by SBO, CSO, or Paterson Police Post # 1 Basement

Students taking public or private transportation are dismissed 3:03 p.m. via any and all exits located on the Market Street and Park Avenue sides of the building

These students are monitored and supervised by Administrators SBO, CSO, or Paterson Police Post # 1, 2, 3, and 4

Students in grades N/A to N/A are required to have parental/guardian escort at dismissal. If the student(s) are not picked up by a parent/guardian they are directed to wait at N/A where they are supervised by N/A *

(* NOTE: This supervisor will not normally be a SBO, CSO or Paterson police officer.)

CLOSING PROCEDURES

After the dismissal of the final program in operation within the building and upon departure of administrative personnel, a complete building sweep should be conducted by the security team or other designated school employee on duty to ensure that conditions are safe and secure and all students have evacuated the building. At the conclusion of this sweep and before the security team leaves the School Safety Supervisor, Mr. Zatiti Moody or designees, Ms. Karen Johnson, Mr. Edgard Nieves, or Mrs. Vivian Gaines will confer with the facilities manager or designee, Lt. Ronald Humphrey, to inform this person that the building has been secured.
Section 2
Emergency Procedures and Evacuations
2-1. EMERGENCY EVACUATION RESPONSIBILITIES

There are several situations and emergencies that may require evacuation of the school building including but not limited to the following:

- Fire/Fire Drill
- Bomb Threat/Bomb Threat Drill
- Neighborhood Disaster
- Hazardous Materials Incident
- Other conditions such as storms, flooding, gas leaks, or any other unusual occurrence that may be deemed unsafe for students and staff.

Whether in preparation, or during an emergency evacuation, the Principal or his/her designees are responsible for carrying out the emergency operation, including any evacuation functions within the school as follows:

- The school Principal will assume full command for all emergency situations. In the absence of the school Principal, the Assistant Principal will assume the duties of the Principal.

- The Principal is responsible for safeguarding essential school records and for maintaining current recall rosters for the school system.

- The Principal and Executive Director of Security will be responsible for maintaining logistical support with outside agencies. (Command Center Outside)

- During an evacuation, each classroom teacher will stay with, and continue to supervise his/her assigned class, as the class exits the building.

- The Principal is responsible for the briefing of all new employees on the school’s emergency plans and the employee’s role within sixty days of their start date.

- Assigned Paterson Police Officers, SBOs/CSOs should report to their respective emergency assignment(s).

- The Office of Emergency Management (OEM) Director will coordinate with City Officials, County and State OEM and the Red Cross and Salvation Army if necessary.

- Recording Responsibilities

School Command Post
The main office of Operations (Principal Zatiti Moody) Room# 101 is the primary command post during emergencies. The main office is staffed with 3 secretaries. If necessary, an alternate on-site location would be the GoPa (Principal Karen Johnson) Main Office Room# 46 located in the basement (This is the main office for the School of Government and Public Administration).
2-2. NOTIFICATIONS

Notification of appropriate authorities is critical to the successful management of emergencies and evacuations. When a serious condition necessitating evacuation arises, the Principal or his/her designee will be responsible for notifying the proper authorities.

- Notify the Paterson Police Department. 973-321-1111
- Notify the Paterson Fire Department. 973-321-1444
- Notify the Executive Director of School Security 973-321-0597
- Notify the District Transportation Department 973-321-0830
- Notify the District Communication Department 973-321-2430
- Notify the Office of Emergency Management. 973-321-1410
- Notify the Paterson Health Department 973-321-1277
  (In a hazardous materials incident) Ext: 2744
- Notify Passaic County Health Department 973-881-4396
  (For Mental Health Services)
- Notify the Superintendent of the Paterson Public Schools 973-321-0980
  (For All Emergencies – Terry Corrado)
- St. Joseph’s Hospital & Medical Center 973-754-2000
  Emergency Room Direct 973-754-2222

If evacuation is necessary and students and staff must be transported to another location, the following personnel are designated by the Principal to notify the families of all students and staff members, preferably from a second location. They have been given copies of current student rosters and staff listings, and each person designated to make notifications has been assigned a portion of these rosters to contact in the event of an evacuation.

**Designated Notification Personnel for Extended Evacuation of the School**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Johnson</td>
<td>Principal</td>
<td>973-321-0510 or (0511)</td>
</tr>
<tr>
<td>Edgard Nieves</td>
<td>Principal</td>
<td>973-321-2354 or (0511)</td>
</tr>
<tr>
<td>Vivian Gaines</td>
<td>Principal</td>
<td>973-321-2390 or (2488)</td>
</tr>
</tbody>
</table>
2-3. APPOINTMENT OF BUILDING EVACUATION WARDENS

The Principal will designate the following persons to act as Evacuation Wardens for the entire school plant. The wardens are expected to provide information to the Principal during the emergency and to aid in the orderly flow of traffic during rapid egress/emergency conditions. The Principal will also designate Evacuation Aides who will report to a designated post to ensure complete evacuation of the area and report back to the Evacuation Wardens. The warden will control a designated area (floor, wing, etc.) and the evacuation aids will assist and report to the warden.

Evacuation Wardens

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Floor/Area/Post</th>
<th>Report to evacuation site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorraine Michaels</td>
<td>Assistant Principal</td>
<td>Basement</td>
<td>P.C.C.C.</td>
</tr>
<tr>
<td>John Super</td>
<td>Assistant Principal</td>
<td>1st Floor</td>
<td>PS# 15</td>
</tr>
<tr>
<td>Jeannie Paz</td>
<td>Assistant Principal</td>
<td>2nd Floor</td>
<td>New Roberto Clemente (NRC)</td>
</tr>
<tr>
<td>Marilyn DiMartino</td>
<td>Assistant Principal</td>
<td>3rd Floor</td>
<td>New Roberto Clemente (NRC)</td>
</tr>
</tbody>
</table>

Evacuation Aides

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Floor/Area/Post</th>
<th>Report to evacuation site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miguel Sosa</td>
<td>Assistant Principal</td>
<td>Basement</td>
<td>P.C.C.C.</td>
</tr>
<tr>
<td>Verraina Freeman</td>
<td>Discipline Coordinator</td>
<td></td>
<td>P.C.C.C.</td>
</tr>
<tr>
<td>Mike Ollo</td>
<td>Department Chairperson</td>
<td></td>
<td>P.C.C.C.</td>
</tr>
<tr>
<td>English Supervisor</td>
<td>Department Chairperson</td>
<td></td>
<td>P.C.C.C.</td>
</tr>
<tr>
<td>Gloria Van Houten</td>
<td>Assistant Principal</td>
<td>1st Floor</td>
<td>PS# 15</td>
</tr>
<tr>
<td>Rocio Fernandez</td>
<td>Discipline Coordinator</td>
<td></td>
<td>PS# 15</td>
</tr>
<tr>
<td>Tamisha McCoy</td>
<td>Department Chairperson</td>
<td></td>
<td>P.C.C.C.</td>
</tr>
<tr>
<td>Clarissa Adams</td>
<td>Department Chairperson</td>
<td></td>
<td>P.C.C.C.</td>
</tr>
<tr>
<td>Shenita Davis</td>
<td>Department Chairperson</td>
<td></td>
<td>PS#15</td>
</tr>
<tr>
<td>Wendel Crawford</td>
<td>Discipline Coordinator</td>
<td></td>
<td>NRC</td>
</tr>
<tr>
<td>Dr. Brenda Robinson</td>
<td>Department Chairperson</td>
<td></td>
<td>NRC</td>
</tr>
<tr>
<td>Morteza Taherisifat</td>
<td>Department Chairperson</td>
<td></td>
<td>NRC</td>
</tr>
<tr>
<td>Egly Valenzuela</td>
<td>Department Chairperson</td>
<td></td>
<td>PS # 15</td>
</tr>
<tr>
<td>Hafiz Saleem</td>
<td>Department Chairperson</td>
<td></td>
<td>NRC</td>
</tr>
</tbody>
</table>
2-4. EMERGENCY COMMUNICATIONS / COMMAND CENTER

In the event of a serious incident where evacuation is necessary and the facility has become unusable, an Emergency Communication/Command Center should be established to ensure the safety of the students and staff. This is done to organize the gathering and disseminating of information and to keep the lines of communication open between the school’s administrators, the Executive Director of Security, the Superintendent’s Office, the Paterson Police Department, and of course, the students’ parents/guardians. This Emergency Communication / Command Center cannot be located within the school.

To the extent possible, every effort should be made to identify a predetermined area/location for such an emergency command center. This area/location should be determined in consultation with the Executive Director of School Security and Paterson P.D. School Supervisor.

The Emergency Communication / Command Center will be located at (include type of premise, address, and point of contact, title and telephone number):

New Roberto Clemente School, 482-506 Market Street, Paterson, NJ 07501
973-321-0240

In case of emergency evacuation, students will be evacuated in keeping with the school’s evacuation plan for fire safety to the following location (if a specific building, list address and phone). Please note that our Primary Evacuation site is Bauerle Field (located directly in front of PS# 15) This is our primary evacuation site with our Secondary sites listed below. In the event that a prolonged Extended Evacuation is necessary, each Administrative Team, along with staff and students assigned to them must report to their secondary evacuation site. However, if the facility has become unusable for a short period of time, a determination will be made as to wether we will take attendance in the field or in the bleachers. This/these location(s) will, where possible, provide shelter to students and staff during inclement weather or in the event that we are in need of extended shelter. Staff at these locations should be able to communicate information to the Emergency Communication/Command Center.

Whenever the school evacuates to any of the evacuation sites the school is separated by departments which are all assigned to the administrative teams of all three schools.

1. The administrative team for the School of Government will be led by Principal Johnson, AP Ollo , AP Sosa, DC Ms. Freeman, Media Center, Test Coordinator, school nurse Ms. Sieminski, along with all security staff assigned to the basement. All staff and students who are in PE, Language Arts, and Social Studies depts. will report to Principal Johnson. Supervisors for each department will account for every teacher and student assigned to their department.
2. The administrative team for the School of Culinary Arts Hospitality and Tourism will be led by Principal Nieves, AP Van Houten, AP Super, DC Ms. Fernandez, school nurse Ms. Marquez, along with all security staff assigned to the 1st Floor. All staff and students who are in the Bilingual dept. (Bilingual/ESL Resource teacher), Science dept., Student Support office (must have updated binder of all students assigned to Cafe by period), SAC office, School Based Services, ISS classrooms, Registrar's office (staff attendance, truancy, lunch monitor) or in the cafeteria will report to Principal Nieves. Supervisors for each department will account for every teacher and student assigned to their department.

3. The administrative team for the School of Information Technology will be led by Principal Gaines, AP DiMartino, AP Paz, DC Mr. Crawford, school nurse Ms. Landowski, along with all security staff assigned to the 2nd and 3rd Floors. All staff and students who are in the Business/Tech Ed/Industrial Arts dept., Math dept, all custodial staff, or those in the Dept. of Special Services will report to Principal Gaines. Supervisors for each department will account for every teacher and student assigned to their department.

Please note that if we must evacuate during a travel period staff and students will report back to their previous class where attendance has already been taken.

---

### PRIMARY EMERGENCY EVACUATION SITES

<table>
<thead>
<tr>
<th>Evacuation Site</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bauerle Field (Fieldhouse)</td>
<td>98 Oak street</td>
<td>973-345-4464</td>
</tr>
<tr>
<td></td>
<td></td>
<td>973-345-4253</td>
</tr>
</tbody>
</table>

### SECONDARY EMERGENCY EVACUATION SITES

<table>
<thead>
<tr>
<th>Evacuation Site</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCCCC</td>
<td>1 College Blvd</td>
<td>973-684-6800</td>
</tr>
<tr>
<td>PS # 15</td>
<td>98 Oak Street</td>
<td>973-321-0150</td>
</tr>
<tr>
<td>New Roberto Clemente</td>
<td>482-506 Market Street</td>
<td>973-321-0240</td>
</tr>
</tbody>
</table>
2-5  EGRESS AND ALTERNATIVE EGRESS ROUTES

The following egress/alternative egress routes will be utilized during a fire drill, bomb threat or any other emergency requiring evacuation. Schematics showing the location of the room where posted, the exit and alternative exit to be utilized in an evacuation should be prominently displayed in each room or office where students and faculty or staff are normally present.

Please Note: Exit(s) & Street(s) and Alternate Exit(s) & Street(s) are required below. Failure to include this information will result in the plan being disapproved. Refer to Appendix B.

<table>
<thead>
<tr>
<th>ROOM/OFFICE</th>
<th>EXIT AND STREET</th>
<th>ALTERNATIVE EXIT AND STREET</th>
</tr>
</thead>
<tbody>
<tr>
<td>19,20,21,22,45,46,46x122,123,124,125,218,219,220,328,300,301302,310,323,324,325</td>
<td>Exit 13</td>
<td>Exit 14 – Market Street</td>
</tr>
<tr>
<td>23,24,32,32x,39,30,122,123,124,125,126,127,134,136,137,221,222,223,224,226,227,228,229,303,304,308,308x,309</td>
<td>Exit 14</td>
<td>Exit 13 – Market</td>
</tr>
<tr>
<td>01,02</td>
<td>Exit 11</td>
<td>Exit 10 – Market Street</td>
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<td>11,12,13,15,16,113,114,115,116,117</td>
<td>Exit 4</td>
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<td>10 (Auto Shop)</td>
<td>Self Exit</td>
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<tr>
<td>14,16</td>
<td>Exit 10</td>
<td>Exit 4 Market Street</td>
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<td>3,4,8,9</td>
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<td>Exit 4 – Park Ave</td>
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<tr>
<td>5,6,7,7x,105,106,107,108,206,207,208,209</td>
<td>Exit 2</td>
<td>Exit 3 – Park Ave</td>
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<td>101,102,200,201,202,203</td>
<td>Exit 11</td>
<td>Exit 12 – Park Avenue</td>
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<tr>
<td>119 (Gym)</td>
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<td>Exit 7 – Market Street</td>
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<tr>
<td>118 (Gym)</td>
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<td>Exit 7 – Park Avenue</td>
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<td>103,104,109,109x,110111,112</td>
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<td>Exit 2 – Park Avenue</td>
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<tr>
<td>Kitchen</td>
<td>Exit 17</td>
<td>Exit (Delivery Door)</td>
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<td>Café Boys’ side</td>
<td>Exit 19, 20, 21</td>
<td>Exit 16, 17, 18</td>
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<tr>
<td>Cafe Girls’ side</td>
<td>Exit 16, 17, 18</td>
<td>Exit 19, 20, 21</td>
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<tr>
<td>116,117,120,213,214, 215,216,217</td>
<td>Exit 10</td>
<td>Exit 8 – Market Street or Exit 11 – Market Street</td>
</tr>
<tr>
<td>204,205,210,211,212</td>
<td>Exit 3</td>
<td>Exit 2 – Market Street</td>
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**TCUs - Temporary Classroom Units (Trailers)**

<table>
<thead>
<tr>
<th>C-9</th>
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<td>E-17</td>
<td>E-17 Market St. side</td>
<td>E-17 Park Ave side</td>
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<tr>
<td>E-18</td>
<td>E-18 Market St. side</td>
<td>E-18 Park Ave side</td>
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</tbody>
</table>

### 2-6. GENERAL EVACUATION PROCEDURES

The same evacuation procedures will usually be employed for a number of different emergency incidents. General evacuation procedures are described herein. Specific emergency situations that may require additional steps are described in Section 2-7.

1. The Principal or his/her designee is responsible for the entire school, including students and staff. The Principal will determine if evacuation is necessary. He/she will notify the Fire and Police Departments of any evacuation and also of any emergency which is deemed not to require evacuation. The Principal will direct staff to notify emergency responders using the school’s predetermined communication protocols. The caller should be prepared to:

   a. Give the name and exact location of the school
   b. Describe the emergency situation, if any of the school occupants have been evacuated and the following information, if available:
      - total number of persons who occupy the school and/or who have been evacuated
      - exact location of the evacuated building occupants
      - reason for the evacuation
      - if applicable, number and description of suspect(s)
      - if applicable, type of weapons employed
      - location and name of person in charge of the school
      - any other pertinent information
   c. The Assistant Superintendent, Executive Director of Security and designated staff members will assist the school Principal during these emergencies. A decision will be made whether the evacuation will be outside of the building or to another location.
The Principal/designee will meet an emergency responder at a designated location (as determined by the supervisor of the responding agency), in order to obtain more detailed information and to help coordinate the appropriate response. Upon the arrival of the Fire or Police at an evacuation scene, ranking officers from these agencies will take charge of evacuation procedures. They should be informed as to the total number of students and staff in the school on the day of the evacuation and if any student or staff member is missing.

2. Each teacher will be responsible for all the students in his/her class. All teachers shall take their roll books with them upon exiting the building.

3. Evacuate using egress routes outlined in the 2-5, unless instructed to do so otherwise by the Principal or other competent authority.

4. If stairways or hallways are blocked by fire or debris, or are the location of ongoing emergency incident, use alternative egress routes designated in part 2-5 of this plan.

5. Evacuate students to the designated outdoor evacuation sites shown in Part 2-4 of this plan. Take roll book and account for each student.

6. If the Emergency Communication/Command Center, as described in Part 2-4 is implemented, then attendance information should be sent there.

7. The Principal will designate a staff member to check with each teacher to make certain all students and staff is accounted for. The designated staff members will be the ASSISTANT PRINCIPALS AT EACH SITE.

8. Students will not be permitted to leave the scene. It is important that teachers record absences accurately to ensure that an absent student is not identified as a missing person later in an incident.

9. If an injured student or staff member is transported to a hospital, the teacher or staff supervisor should record the name of the person, the time of transport, the nature of the injury, the hospital, and, if possible, the number of the ambulance making the transport. If possible, a staff member should be assigned to accompany the injured student. The Principal must be notified at the time of the transport.

10. One of the staff members designated in Part 2-2 of this plan should be assigned to notify parents/guardians where their child has been transported. Student emergency contact information must be transported to the relocation site. The District Command Center must be notified.

11. If it is necessary to transport the students and/or staff from the school site, other than a hospital, the Principal or his/her designee should: 1) contact the administrator of the relocation site to ensure availability. 2) note the time of the transport; 3) note the location to which the students and staff have been transported; 4) note the names of
departments or private companies that made transports; and 5) note the total number of students and the total number of staff transported. Attendance will be taken at the site to which the students are transported and every student and staff member accounted for. The Principal’s designees (listed in Part 2-2) will notify all families where their child/children or family member(s) are being sheltered.

12. If students and staff will not be returning to the school, the Principal/Designee will inform the family about arrangements for picking up students at the site where they are being sheltered.

13. The School Transportation Department will make arrangements for emergency transportation if necessary. They will also ensure that all buses that may be in route to the school are redirected to the pre-designated alternate location.

14. Every student/staff member must be accounted for upon arrival to the relocation site.

RECOVERY

1. Begin the re-occupancy process, after emergency responders have advised that their efforts to address the threat/risk are concluded and the Principal determines that the threat/risk that caused the evacuation no longer exists.

2. If the building is not safe to re-enter, notify officials at the evacuation assembly locations of the situation and activate family reunification protocols.

3. If necessary, activate the District Crisis Response Team and if necessary notify the Passaic County Health Department to provide counseling and mental health services at the relocation site.

4. In consultation with Law Enforcement officials, the Superintendent/Designee and the Principal determines when the school can resume normal activities and communicates this information to parents and the public.

5. Complete an incident report (NJDOE, County, District, etc.) and conduct a debriefing at the earliest opportunity.

Note: If the incident causing the evacuation was suspicious/criminal, the school is a crime scene and will require a thorough search and processing. Do not move or remove anything.
2-7.  SPECIFIC EMERGENCY SITUATIONS
The following is a checklist of procedures for specific situations. It is not meant to be all-inclusive, nor is every step required in all situations.

A. FIRE

Any fire, no matter how minor, is a cause to evacuate the school. In most cases, it may only be necessary to have the students and staff leave the building until the situation is under control. In a major fire, it may be necessary to transport the children and staff to another location away from the scene.

School buildings may be fireproof or fire-resistant, but they contain much flammable material, including desks, wooden floors, partitions, paper, books and cleaning materials. Carpenter shops, print shops, home economic rooms, cafeterias with cooking facilities, boiler rooms and storage rooms may contain flammable materials. Some cleaning material may give off toxic fumes during fires. Any of these locations within the school have the potential of a disastrous and dangerous fire.

Procedures To Follow In Case Of A Fire:
- Sound the alarm to evacuate the school
- Call the Fire Department – 911, or (973) 321-1444.
- Close as many windows and doors in the building as possible.

Follow General Evacuation Procedures in the School Safety Plan, Part 2-6

B. BOMB THREATS

The primary concern in a bomb threat situation is the safety of the building’s occupants. The Building Principal plays a major role in responding to bomb threats. It is the responsibility of the Principal to order an evacuation, if the bomb threat is deemed credible and reasonable. If reasonable cause does not exist, the Principal should immediately consult with law enforcement about ordering an evacuation of a school building.

The Principal has three options when faced with a bomb threat:

1) Assess and decide that the threat is not credible
2) Evacuate the building immediately
3) Search and evacuate the affected area

When a school has been evacuated and a device has not been found, it is the responsibility of the Principal to order the re-occupancy of the school, based upon the information provided by law enforcement officials.
1. Telephonic, electronic or written threats must be taken seriously and immediate action must be taken.  
   - Record on the Bomb Threat Report as accurately as possible, all information spoken by the caller. (See Appendix E for a sample Bomb Threat Report).
   - If a letter threat is received, save the letter and envelope and limit its handling.
   - If an email threat is received, print out and save the email.
   - If the threat is written in graffiti (i.e. on bathroom wall), evacuate and close off the immediate area. Allow only appropriate personnel in the area (i.e. school administrator, law enforcement)
   - If the Principal determines that there is an immediate threat, announce on the Public Address System that a Bomb Threat Evacuation is taking place and sound the alarm.
   - Notify the Paterson Fire Department (911, or 321-1444) and the Paterson Police Department (911, (973) 321-1111) via landline phone. Make no transmissions to 911 via radio or cell/mobile telephone. Radio signals may detonate bombs. Due to the danger of possible bomb detonation from radio or cell phone transmissions, all radios and cell phones at the scene should be turned off.
   - If location of the bomb is known, notify responding emergency units. If a suspicious item or box is observed, Do Not touch, attempt to pick it up or open it. Notify the responding emergency personnel. Be prepared to meet an emergency responder at a designated location (as determined by the supervisor of the responding agency), in order to obtain more detailed information and to help coordinate the appropriate response.
   - If location of the bomb is known, notify responding emergency units. If a suspicious item or box is observed, Do Not touch, attempt to pick it up or open it. Notify the responding emergency personnel. Be prepared to meet an emergency responder at a designated location (as determined by the supervisor of the responding agency), in order to obtain more detailed information and to help coordinate the appropriate response.
   - Try to remember as much as possible about the caller, including voice, speech, accent, special statements, etc. Record on the Bomb Threat Report.
   - Listen for any distinctive or unusual background noises such as music playing, motors running, traffic sounds, dogs barking, etc.
   - Keep all land line telephones open for emergency use only.
   - Do not give out any information concerning the bomb threat to any callers unless so authorized.

Procedures to Follow During a Bomb Threat Evacuation

- To avoid confusion, all exit and evacuation routes should be in accordance with the fire evacuation procedures posted in each classroom on every floor. If the bomb location has been identified by the caller or by emergency responders, classes should use alternative routes near the bomb locations.
- Direct designated staff member to notify emergency responders via landline phone. The caller should be prepared to:
  a) Give the name and exact location of the school
  b) Describe the emergency situation and if any of the school occupants have been evacuated
  c.) Provide, if possible the following information:
• exact location of the bomb
• time set for detonation
• description of bomb
• type of explosive
• reason for bombing

• Each teacher shall take his/her daily class roster with him/her when leaving the building.
• Leave classroom windows and doors open. Do not touch light switches.
• All persons will be kept at a distance of no less than 1000 feet and behind cover. This should be decided in consultation with local emergency responders
• Students and staff will remain at evacuation assembly locations until clearance is given to reenter the building or the decision has been made to relocate or to release students to parents/guardians

When a school has been evacuated and a device has not been found, it is the responsibility of the Principal to order the re-occupancy of the school, based upon the information provided by law enforcement officials.

C. HAZARDOUS MATERIALS INCIDENT

Indoor hazardous material incidents may be caused by use of insecticides or cleaning products. If students or staff members show any sign of sickness that may be caused by a strong concentrated material inside the building, evacuate the building. Call authorities to check the school building and determine if the air conditions are safe for re-entry.

Outdoor hazardous material incidents may affect a school building as the result of a hazardous material transportation accident in the vicinity of the school. All windows and doors should be closed immediately. Students and staff should be transported to a safe distance from accident location if necessary.

Hazardous Materials Incident Within School:
• Notify the Fire Department – 911, or (973) 321-1444 – explain the situation.
• Notify Health Department and office of Emergency Management
• Have each class prepared to evacuate the school, but do not evacuate until evacuation is determined to be the best course.
• No one should re-enter the building/effected area without authorization from the appropriate agency.
Outdoor Hazardous Materials Incident in the Vicinity of the School otherwise known as Shelter in Place

- In many outside hazardous material incidents, not evacuating but rather keeping children in the classroom may be the safest course of action. Do not evacuate until directed by a competent authority.
- Do not evacuate until wind direction is determined.
- Teachers and staff should be notified to close all windows in their assigned rooms.
- Maintenance staff should be instructed to close all hall windows and all inside and outside doors and to shut down air conditioners and in-take fans to prevent drawing in fumes from outside.
- Occupants may be moved to a different area due to the danger outside of the building.
- Depending on circumstances, teaching may be allowed to continue!

D. HOSTAGE SITUATION

Hostage situations require rapid but careful response. Hostage negotiators and police personnel responding to the scene will need as complete information as possible to act effectively: Who is holding the hostages? How many hostages and hostage takers are there? What do we know about them? Where are the hostages being held? What are the possible approaches to the location? What are the lines of sight from the location? How can the police communicate with the hostage takers?

Procedures to Follow in a Hostage Situation:

- Notify Building Administrator who will contact police via 911
- Follow Intruder Procedure outlined in the Safety School Safety Plan Part 2-4:
  - Any students in the hallway will be taken into the nearest classroom by school personnel.
  - All teachers will lock their classroom doors and will not issue any passes.
- A decision will be made by the Principal in consultation with Law Enforcement on whether to evacuate.
- Evacuate using Egress Routes outlined in the School Safety Plan, Part 2-5, unless otherwise directed. Do not use any egress routes that pass near the hostage location.
- Send evacuated students and staff to evacuation sites identified in the School Safety Plan, Part 2-4.
- Send attendance information to the Communication/Command Center as identified in the School Safety Plan, Part 2-4.
- Identify location of hostages. If possible, identify the number and names of hostages. If possible, retrieve the records of hostages with home contact
numbers.

- Floor Wardens, identified in the School Safety Plan, Part 2-3, should assist in the evacuation.
- Paterson Police Officers, School Board Officers and Contract Security Officers will provide their respective Supervisors and arriving agencies, with pertinent and vital information.

E. **LOCKDOWN PROCEDURES**

A lockdown involves occupants of a school building being directed to remain confined to a room or area within a building with specific procedures to follow, such as locking doors, closing windows and shades and, seeking cover. A lockdown may be the appropriate response when a dangerous person(s) is believed to be on or near the premises and school administrators are taking these measures to minimize risk that the occupants will be exposed to danger. Lockdowns necessitate a law enforcement response and immediate intervention.

If an **unarmed** intruder in the building is believed to represent an imminent threat to students, faculty or staff, an ALERT will be sent over the public address system to notify the staff by the School Administrator or Designee.

The **ALERT** will be: **Lockdown**

In response to this announcement, the following steps must be taken immediately:

- Any students in the hallway will be taken to nearest classroom by school personnel.

- All teachers will conduct a lock-down in their classrooms, doors will be secured and passes will not be issued.

- The Principal, along with the following individuals will conduct a building sweep to locate the intruder.

  1. **Principals from each floor**
  2. **Police Officer(s) assigned to the school**
  3. **SBO on each Floor**

If the intruder is found and the situation is stable or no intruder is found within the building, an **ALL-CLEAR** will be sent over the public address system.

The **ALL-CLEAR** Code message will be: **This is Mighty Ghost Principal Moody.**
In the event that the building public address system is inoperative, the following procedure will be in effect: The Designated Personnel will inform all occupants of their assigned area that the building is in LOCKDOWN. The Designated Personnel will also inform the occupants of an ALL CLEAR.

**Lockdown will also be announced when:**
- A dangerous person is outside, or near, the school facility
- Lockdowns necessitate a law enforcement response and immediate intervention
- Staff, faculty and students remain confined to a room or area within the building with specific procedures to follow, such as:
  - Locking doors, closing or opening windows, turning off lights and seeking cover which will be determined by law enforcement.

**F. LOCKDOWN ACTIVE SHOOTER**

**Duties upon being notified of an active Shooter**

- Notification to Administrator or Designee.
- Follow Intruder Procedure; however the alert **ACTIVE SHOOTER** will be announced.
- If a lockdown is warranted, secure the administration office, as a command post
- If the incident is occurring at the administration office designate an alternate command post.
- Do not check the building; remain in your predetermined command post
- Switch school notification system to manual mode (e.g. bells). If a fire alarm goes off while you are in lockdown, the situation will be assessed and then it will be determined if an Evacuation is to take place. The alarm may have been set off by the intruder/shooters(s) and an evacuation may place building occupants in harm’s way. If it is possible, an announcement will be made as to how to proceed regarding this alarm.
- Any students in the hallway or bathrooms will be taken to nearest classroom by school personnel.
- All teachers will lock their classroom doors and will not issue any passes.
- All classroom occupants will move away from doors and windows and may have to seek cover under desks.
- Cover the window of the classroom door
- Notification is made to Police Emergency 911 via radio (walkie talkie) or telephone by Principal or designee.
- Give the name and exact location of the school.
- Describe the emergency situation and if any of the school occupants have been evacuated
- Provide the following information, if known:
a) The number and a description of the suspect(s) (physical and clothing)
b) The suspect’s identity
c) Type of weapon(s) the suspect(s) have
d) Type, description, location of possible planted explosive devices
   The location where suspect(s) was last seen
e) Any comments made by the suspect(s)
f) Locations of victims (injured and non-injured)
g) Actions taken by the school, and whether there is on-site security or law enforcement officer(s) (e.g. School Resource Officer).

- Direct staff and students outside the building to move immediately to the predetermined evacuation assembly locations.
- Direct any support staff outside the building to stop pedestrians from entering school grounds and stop all vehicles from entering the campus until emergency first responders (police, fire, EMS) arrive.
- Assign a staff member in the main office to maintain communication with classrooms and monitor status and another person to meet and brief emergency personnel upon their arrival.
- Identify location of Shooter(s). If possible, identify the name(s) of shooter(s). If possible, retrieve the records of shooter(s) with home contact numbers.
- Police Personnel will determine when to evacuate and will conduct it according to their protocol.
- Identify means of communicating with perpetrator(s) e.g. Telephone, or PA system.
- Paterson P.O. and Principal will notify their respective Supervisors and arriving agencies, with pertinent and vital information.
- Notify and maintain contact with the Superintendent following predetermined communication protocols and request activation of media and parent notification protocols.
- The Superintendent, Executive Director of Security and or designee in conjunction with law enforcement will set up a command center outside the building.

Faculty and Staff Responsibilities during an Active Shooter Situation

- Upon first indication of an armed intruder, staff should immediately notify the Principal and prepare to go into lockdown.

- Staff will immediately implement predetermined district approved lockdown procedures
  a. Immediately secure all staff, students or visitors, including those from hallways, behind locked doors.
  b. Keep classrooms quiet and discourage the individual use of cell phones.
c. Instruct classroom occupants to get on the floor in a sitting or crouching position and stay away from windows and doors.

d. Turn lights off and cover classroom door windows. This should be decided in consultation with local emergency responders during planning sessions.
e. Do not permit anyone to leave the room until notified by the incident commander or designee.
f. Ignore all bells and alarms until notified by the incident commander to evacuate.

- Account for all staff, students and visitors and be ready to report any additional non-class students in the room and any missing students.
- Everyone should remain in lockdown mode until the situation is deemed safe. An announcement will then be made ending the lockdown by the Principal, and/or the incident commander.
- If no announcement has been made, occupants are to remain in lockdown until they are evacuated by emergency personnel.

Note: Evacuation may happen room by room after law enforcement clears the building.

RECOVERY

1. After the situation has been brought under control, the Principal/Designee or the incident commander makes an announcement ending the lockdown or occupants are evacuated by emergency personnel. Occupants of the building may be evacuated to an alternate site for family reunification.

   a. Staff evacuates the building using the designated exit routes and alternate routes to the assigned assembly areas, take attendance, and move to reunification site.
   b. The Administrator requests bus transportation or alternate transportation to the reunification site, if needed
   c. The Administrator requests the Superintendent to activate parent and media notification protocols and direct parents to go to the reunification site.
   d. The Administrator notifies officials at the evacuation assembly locations of the situation and to activate family reunification protocols.

2 The Principal/Designee activates the District Crisis Response Team and notifies the Passaic County Health Department for additional Mental Health Services.
3. In consultation with Law Enforcement officials, the Superintendent determines when the school can resume normal activities and communicates this information to parents and the public.

4. The Principal/Desigee is responsible for completing an incident report (NJDOE, County, District, etc.) and conducting a debriefing to faculty/staff at the earliest opportunity. Note: The school is a crime scene and will require a thorough search and processing. Do not move or remove anything.

G. SHELTERING IN PLACE

Sheltering-in-place is similar to a lockdown in that the occupants are to remain on the premises; however, occupants may be moved to another part of the building to minimize risk of exposure to a dangerous event taking place outside of the building. For example, if there is a release of a chemical cloud from a nearby plant, to evacuate the occupants may put them at greater risk than sheltering them within the building. Occupants will remain in this location until an ALL CLEAR announcement is made.

H. REVERSE EVACUATION

Reverse evacuation is the process for moving students/staff indoors quickly. Reverse evacuation procedures are often implemented in combination with lockdown or shelter in place in order to ensure the safety of students and staff who are outside the building.

**Building Administrator:**

- Will make an announcement for a reverse evacuation
- Direct staff to physically notify classes that are too far away from the building to hear the announcement
- Monitor the situation
- Provide staff with any updates or additional instructions
- Announce an ALL CLEAR signal when the emergency has ceased

**Staff will:**

- Move all students and staff inside as quickly as possible
- Report to the assigned area
- Take attendance
- Report any missing, extra or injured students to the building administrator
- Wait for further instructions
I. SEVERE STORM CONDITIONS

Hurricanes, Tornadoes, Thunderstorms, Floods, Blizzards and Snow Storms

These storms carry very high winds and very heavy rains. They can all cause heavy damage from the winds, flooding from the rains and power outages throughout the city. When these type of weather conditions threaten the area, there is usually advance warning. If students and staff are in school when the storm strikes, the following procedures should be taken:

* Keep all the doors and windows in room closed.
* Keep everyone away from the windows.
* In hurricanes or tornadoes, ensure students and staff have proper shelter and protection from flying debris.
* No one should be permitted to leave the building without clearance from the Principal or the School Safety Supervisor.
* Stay away from downed power lines. Even if the line appears to be dead line, it may be charged. Touching water where these lines are lying could cause electrocution.
* Stay away from downed trees. A live electric line may be hidden in the branches of the tree.
* If you are outside, do not stand under trees for protection. Lightning will strike at the highest object in its path and, if you are nearby, you are likely to be struck also.
* Have flashlights available.

J. GAS LEAKS

A gas leak inside the school building is reason to evacuate all students and staff.

Procedures to follow in gas leak conditions:

* Follow all fire emergency procedures.
* **DO NOT** turn on any switches.
* **TURN OFF** any electric motors in the building.
* If gas leak or a ruptured gas line is outside the building, have all windows and doors closed.
* Notify Fire Department, Police Department and Public Service Company.
* Keep all students and staff inside the school building unless directed otherwise.

K. SEXUAL ASSAULT

* Notification to Principal, School Safety Supervisor, Assistant Superintendent and Executive Director of Security
• Contact Police Department to respond immediately (973-321-1111) or 911
• Contact School Counselor or Nurse to offer assistance or render aide.
• If medical aid is needed contact Paterson Fire/Ambulance Department (973-321-4444) or 911

2-8. EVACUATION PROCEDURES FOR LIMITED-MOBILITY STUDENTS/STAFF

Does your school have limited-mobility students enrolled? Yes ____ No X_____

If yes, you must complete the following pages.

Overview of Procedures for Evacuation of Limited-Mobility Students

Safety Evacuation Procedures for Limited-Mobility Students must include the following components:

* A list of limited-mobility students who would need assistance in an evacuation to another area inside the building or evacuation from the building to an outside area.

* The names of staff persons and back-up staff assigned to each student to ensure that each student is safely removed to a holding room or to an area of safe refuge for fire rescue assistance or other evacuation from the building.

* Classroom schedules specifying where the limited mobility students are at any given time during the day.

* The designation/location of Fire Department-approved “holding rooms” or school-certified Americans with Disabilities Act areas of “safe refuge” for fire rescue assistance.

* Designation of egress routes from the building and predetermined evacuation areas outside of the building, where applicable.

* Attendance procedures so that each limited-mobility student in attendance on any given day can be accounted for expeditiously during an emergency.

I. LIST OF LIMITED-MOBILITY STUDENTS/STAFF AND ASSIGNED STAFF

Indicate, in the appropriate column below, the name of each limited-mobility student/Staff enrolled in your school, the staff member and back-up staff member assigned to assist that person. If additional space is needed, duplicate copies of this page.
<table>
<thead>
<tr>
<th>Name of Limited-Mobility Student/Staff</th>
<th>Indicate Staff/Student</th>
<th>Name of Staff Member Assigned</th>
<th>Back-Up Staff Member Assigned</th>
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</table>

II. PROGRAM SCHEDULE (LIMITED MOBILITY STUDENTS)

1. For each of the limited-mobility students identified on the previous page, attach a copy of the student’s specific program and classroom schedule, specifying where the child is at any given time of the school day.

2. Identify location(s) within the school where the attendance of each student will be posted on a daily basis. Ensure that all administrators and caregivers assigned are aware of the location of the information.

3. In the space provided below, describe the procedures followed in your school to ensure that the child’s program/schedule is available and known to the main office, the administration, and to the staff members and back-up staff members assigned to provide assistance.

   N/A

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
III. WITHIN THE SCHOOL – DESIGNATION / LOCATION OF HOLDING AREAS AND EVACUATION PROCEDURES FOR THE EVACUATION OF LIMITED-MOBILITY STUDENTS/ STAFF

If a person is to be evacuated to a Municipal Fire Department.-approved Holding Room or to an area of safe refuge (that complies with ADA standards) for fire rescue assistance, identify in the chart below the Holding Rooms and /or Areas of Fire Rescue Assistance.

<table>
<thead>
<tr>
<th>HOLDING ROOMS</th>
<th>AREAS OF FIRE RESCUE</th>
<th>CLOSEST STAIRWELL</th>
<th>STREET NAME OR NUMBER</th>
<th>ALTERNATIVE STAIRWELL</th>
<th>STREET NAME OR NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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</tbody>
</table>

Describe the Procedure for the Evacuation to Holding Rooms or Areas of Fire Rescue Assistance (Continue on another page if additional space is needed):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
IV. OUTSIDE SCHOOL BUILDING -- LOCATION OF HOLDING AREAS AND EVACUATION PROCEDURES FOR THE EVACUATION OF LIMITED-MOBILITY STUDENTS/STAFF

If it is necessary to evacuate limited-mobility students/staff from the building, identify on the chart below the routes of egress from the building to be used and the location outside to which the students/staff will be evacuated and where they will be supervised.

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>EVACUATION STAIRWELL AND EXIT</th>
<th>ALTERNATIVE EVACUATION STAIRWELL AND EXIT</th>
<th>HOLDING AREA OUTSIDE THE BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
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</tbody>
</table>

Describe the procedures for evacuation of limited mobility students/staff from the school building (continue on another page if additional space is needed:  

________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________
SECTION 3- APPENDICES
<table>
<thead>
<tr>
<th>DATE</th>
<th>PLEASE PRINT FULL NAME</th>
<th>SIGNATURE</th>
<th>PERSON NAME YOU ARE VISITING &amp; ROOM NUMBER</th>
<th>TIME IN</th>
<th>TIME OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICHA</td>
<td>FAVOR DE ESPECIFICAR SU NOMBRE EN LETRA MAYÚSCULA</td>
<td>FIRMA</td>
<td>ESPECIFIQUE EL NOMBRE DE LA PERSONA QUE VA A VISITAR Y EL NÚMERO DEL SALÓN</td>
<td>ENTRADA</td>
<td>SALIDA</td>
</tr>
</tbody>
</table>

**School/Academy ____________________________**
# APPENDIX - B

## EGRESS AND ALTERNATIVE EGRESS ROUTES

<table>
<thead>
<tr>
<th>ROOM/OFFICE</th>
<th>EXIT AND STREET</th>
<th>ALTERNATIVE EXIT AND STREET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

If more space is needed insert duplicates of this page.
## APPENDIX –C  EMERGENCY TELEPHONE NUMBERS

### EASTSIDE HIGH SCHOOL

(Title of school)

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Work Telephones</th>
<th>Home Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Karen Johnson</td>
<td>973-321-0511</td>
<td>973-418-4743 cell</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>Edgard Nieves</td>
<td>973-321-2354</td>
<td>973-321-2489</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>Vivian Gaines</td>
<td>973-321-2490</td>
<td>973-321-2491</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Michael Ollo</td>
<td>973-321-0512</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>John Super</td>
<td>973-321-1000</td>
<td>Ext. 51158</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Jeannie Paz</td>
<td>973-321-0513</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Marilyn DiMartino</td>
<td>973-321-2355</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Miguel Sosa</td>
<td>973-321-1000</td>
<td>Ext. 51310</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Gloria Van Houten</td>
<td>973-321-1000</td>
<td>Ext. 51137</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Safety Supervisor</td>
<td>Zatiti Moody</td>
<td>973-321-2418</td>
<td>973-418-4731 cell</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director of School Security</td>
<td>Mr. James Smith</td>
<td>(973) 321-0597</td>
<td>(973) 418-5282 cell</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Contract Security Supervisor</td>
<td>Ms. Cynthia Barrett</td>
<td>(973) 720-8566</td>
<td>(973) 345-4464</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Field House Number</td>
<td></td>
</tr>
</tbody>
</table>
1. Building ___________________________ 2. Address__________________________

3. Name of Person filing report: ________________________ 4. Date__________________


8. Name of Transportation Company:__________________________________________

9. Location to which the staff and visitors have been transported:

___________________________________________________________________________

10. Total number of visitors transported: ________________________________________

11. Total number of employees transported: ________________________________

12. Roll Call taken: YES or NO 13. Name of person taking roll call___________
   (Circle one of the above)

__________________________
Print Name

__________________________________________
Signature of Person filing report Date
APPENDIX – E  BOMB THREAT REPORT

QUESTIONS TO ASK

1. When is bomb going to explode?
2. Where is the bomb right now?
3. Have you seen the bomb?
4. What does it look like?
5. What kind of a bomb is it?
6. What will cause it to go off?
7. Did you place the bomb?
8. Why?
9. What is your name?
10. Are you a member of any group?
11. What kind of damage will it do and what area will it cover?

CALLER’S VOICE

Is caller’s voice familiar? Yes or No
Who did it sound like? ________________

(Circle one)

Below Check the Any That Apply:

___ Calm ___ Nasal ___ Accent ___ Disguised. ___

Distinct

___ Familiar___ Clearing Throat ___ Angry
___ Excited ___ Lisp ___ Deep Breathing ___ Stutter
___ Cracking ___ Slow ___ Raspy ___ Deep
___ Rapid ___ Slurred ___ Whispered ___ Ragged
___ Soft ___ Loud ___ Laughter ___ Crying
___ Normal ___ Well Spoken ___ Incoherent ___ Educated

EXACT WORDING OF THREAT:

___________________________________________________________________________
___________________________________________________________________________

___________________________________________________________________________

Sex of Caller: _______ Race: ___________ Age: ____________

Time Call began: _______ Time Ended _______ Length of Call: _______

Date: ____________

Number at which call was received: ________________________________
APPENDIX – E Continued… BOMB THREAT REPORT

BACKGROUND SOUNDS

___ Voices          ___ Street Noises          ___ PA system
___ Factory Machine ___ Clear                ___ Animal Noises
___ Music           ___ House Noises          ___ Taped
___ Static          ___ Long Distance        ___ Message Read
___ Motor           ___ Telephone Booth       ___ Office Machine

Other - ____________________________  Remarks: ______________________________

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

REPORT CALL IMMEDIATELY TO:

a. Paterson Police Department,  973-321-1111
b. Paterson Fire Department,  973-321-1444

c. Executive Director of School Security  973-321-0597
d. Office of Emergency Management,  973-321-1410

e. Office of the Superintendent  973-321-0980

DATE: ____________________________  NAME: _______________________

POSITION: ______________________  PHONE: ______________________

OTHER INFORMATION: ___________________________________________

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
APPENDIX – F     SCHOOL INFORMATION

(Name of school)

This map will supplied by Mr. James Smith, Executive Director of Security.

The circle on the attached map defines a one-mile radius around school__________________. Please identify the potential hazards within the one mile radius.

<table>
<thead>
<tr>
<th>Hazard or Facility</th>
<th>Distance from School</th>
<th>Direction from School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Factory</td>
<td></td>
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<tr>
<td>Factory</td>
<td></td>
<td></td>
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<tr>
<td>Chemical Plant</td>
<td></td>
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<tr>
<td>Major Highway</td>
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<tr>
<td>Heavily Traveled Roads</td>
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<tr>
<td>Railroads</td>
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<tr>
<td>Waterways</td>
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<tr>
<td>Bridges</td>
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</tr>
</tbody>
</table>

SCHOOL DATA

| # of Students  |                  |
| # of Teachers and Staff |            |
| # of Floors  |                  |
| # of Classrooms |                |
| # Exits and Entrances |               |
| # Stairways   |                  |
Please identify stairway and exit locations in the building.

<table>
<thead>
<tr>
<th>Stairway Locations</th>
<th>Indicate North, South, East, or West of the building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stairway 1</td>
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<td>Stairway 2</td>
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<td>Stairway 3</td>
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<td>Stairway 4</td>
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<td>Stairway 7</td>
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<td>Stairway 8</td>
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<td>Stairway 9</td>
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<td>Stairway 10</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Exit Locations</th>
<th>Indicate North, South, East, or West side of the building</th>
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</thead>
<tbody>
<tr>
<td>Exit 1</td>
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<td>Exit 2</td>
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<td>Exit 3</td>
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<td>Exit 19</td>
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<td>Exit 20</td>
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</tbody>
</table>
Please identify special function rooms in the school and describe their locations.

<table>
<thead>
<tr>
<th>Special Function Rooms</th>
<th>Number</th>
<th>Location</th>
<th>Second Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator Shafts</td>
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<tr>
<td>Carpenter Shops</td>
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<td>Print Shops</td>
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<tr>
<td>Home Economic Rooms</td>
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<tr>
<td>Laboritories *</td>
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<tr>
<td>Teachers Rooms</td>
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<tr>
<td>Kitchens **</td>
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<tr>
<td>Cafeterias</td>
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<tr>
<td>Gymnasium</td>
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<tr>
<td>Auditoriums</td>
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<tr>
<td>Storage Rooms***</td>
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<tr>
<td>Boiler Rooms</td>
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<tr>
<td>Offices</td>
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</tbody>
</table>

*What chemicals are stored? Indicate where they are stored:
1.______________________________________________________________________
2.______________________________________________________________________
3.______________________________________________________________________
4.______________________________________________________________________
5.______________________________________________________________________

**What is stored in storage rooms? Indicate any flammable or toxic items:
1.______________________________________________________________________
2.______________________________________________________________________
3.______________________________________________________________________
4.______________________________________________________________________
5.______________________________________________________________________

***Indicate any rooms that house a stove or appliance:
1.______________________________________________________________________
2.______________________________________________________________________
3.______________________________________________________________________
4.______________________________________________________________________
5.______________________________________________________________________
APPENDIX F Continued … SCHOOL INFORMATION

CITY OF PATERSON DEPARTMENT TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Paterson Fire Department</th>
<th>(973) 321-1444</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paterson Ambulance Division</td>
<td>(973) 321-1444</td>
</tr>
<tr>
<td>Paterson Police Department</td>
<td>(973) 321-1111</td>
</tr>
<tr>
<td>Office Of Emergency Management</td>
<td>(973) 321-1410</td>
</tr>
<tr>
<td>Paterson Board Of Health</td>
<td>(973) 321-1277</td>
</tr>
<tr>
<td>Department Of Public Works</td>
<td>(973) 321-1488</td>
</tr>
</tbody>
</table>

PATERSON KEY PERSONNEL

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Work Telephones</th>
</tr>
</thead>
</table>
| City of Paterson Director, Office of Emergency Management | Glenn Brown | Office (973) 321-1410  
Cell (973) 632-6074 |
| Paterson Public Schools Executive Director of School Security | James Smith | Office (973) 321-0597  
Cell (973) 418-5282 |
| Paterson Public Schools State District Superintendent | Dr. Donnie W. Evans | Office (973) 321-0980. |
| Paterson Public Schools Public Information Officer | Terry Corallo | Office (973) 321-2430  
Cell (973) 518-2298 |
Attached is a schematic drawing of the entire school facility showing exits, stairways, hallways, classrooms, and indicating location of specialty use rooms and facilities including boiler room, storage rooms, laboratories, shops, home economics class rooms, auditorium, cafeteria, and gymnasium. The schematic can be multiple pages and should clearly identify exits, stairways and key rooms. It should not be an architectural blueprint, but rather a simplified sketch that can assist emergency responders unfamiliar with the facility to quickly acclimate themselves to the building when responding to an emergency. Each schematic should indicate the North direction.

Schematic Plans must be readily available in the Principal’s Office, Library, Custodians Office, Security Office and Neighboring Schools. The Office of School Security, 90 Delaware Avenue, will provide floor plans if needed.
<table>
<thead>
<tr>
<th>Month</th>
<th>Date/Time</th>
<th>Type of Drill</th>
<th>Duration of Drill</th>
<th>Weather Conditions</th>
<th>Participants of Drill</th>
<th>Brief Description of What Was Drilled</th>
</tr>
</thead>
</table>

School District:

School Name:

Contact Name: