

A Message from Emergency Preparedness

The thought of our children being evacuated from school because of a fire, chemical leak, severe weather, or terrorist activity is indeed frightening. A reliable evacuation and relocation plan has been implemented and tested by the Office of Emergency Preparedness. Parents and guardians play a significant role in the plan. What you and your children do and how you react in an emergency will impact on the safe and successful resolution of the problem.

We all pray that we are never faced with a serious incident in a school, but if it should happen, a plan that is known to all and well executed will make a difference.

As an emergency planner, I'm confident that your children will be evacuated, transported, and sheltered in a quick and safe manner. Remember, not every emergency will require a full activation, but if it becomes necessary, the plan is in place.

*Sincerely,
Steven W. Mehl, CEM/CPM
Director of Emergency Preparedness*

THE PLAN ON CD-ROM

An educational CD-ROM has been produced on the School Evacuation and Relocation Plan. A copy is available through the Paramus Public Library, your school, Parent-Teacher groups, and on the Internet at www.paramusoem.com.

Parents are encouraged to view the CD-ROM with their children to better understand what will happen in our community in the event of an emergency.



For Additional Information Contact:

PARAMUS OFFICE OF EMERGENCY PREPAREDNESS

One Jockish Square
Paramus, New Jersey 07652

Phone: (201) 262-3400, ext. 503

Fax: (201) 634-8669

Email: smehl@paramusborough.org



PARAMUS POLICE HOTLINE

REPORT:

- *Crimes/Quality of Life Issues*
- *School Incidents/Information*

**ANONYMOUS & CONFIDENTIAL
CALL: 201-261-3464**

**Paramus
Emergency Preparedness
and the
Board of Education
present**

A GUIDE TO PARAMUS PUBLIC SCHOOLS

EMERGENCY PLANS

A guide for emergency responders, school administrators, teachers, and parents in the safe evacuation and relocation of public and private schools in the event of emergencies.

WHY EVACUATE AND RELOCATE?

No matter where we live or where our children go to school, emergencies are a fact of life. Natural or manmade emergencies can occur without warning.

This plan was written to consider in detail every aspect of an emergency situation at the school. It is designed to eliminate snap decisions and indecision. It provides procedures that have been tested and proven to be effective. It is the responsibility of all of us to learn these procedures and use them when necessary.

School Emergency Operations Plan

A successful reaction to an emergency situation depends on a working emergency operations plan. Your Board of Education and Office of Emergency Preparedness have developed a plan that meets strict criteria set and approved by the New Jersey Office of Emergency Preparedness. The plan is reviewed at least once a year.

Criteria for Relocation and Sheltering

Degree of Life Hazard
Traumatic Impact on Students
Weather Conditions / Hazardous Environment
Condition of Building

When any of these criteria indicate the need to relocate and shelter the students, the plan will be initiated.

WHAT PARENTS NEED TO KNOW

Try to Remain Calm

We realize that you will be concerned for your child's safety. We will make every effort to address your concerns with speed and consideration. Panic or hysteria will only complicate the situation.

Do Not Respond to the School or Relocation Site

This will only cause confusion and interfere with the efforts of emergency responders.

Do Not Attempt to Remove Your Child from the Group

This will hamper movement and interrupt the accountability system.

Do Report to the Emergency Shelter

You can be reunited with your child and receive current and accurate information.

Do Follow the Instructions of Police and Emergency Workers

You will be directed where to park and where to go.

Do Move to the Shelter Reception Area

In the auditorium, current and accurate information will be provided to you. You will be directed to your child, sign the release form, and leave at that time or remain to support others.

The H.E.A.R.T.S. PLAN

Health –

At any time during the school year the health of our school children can be threatened by fire, chemical release, severe weather, or terrorist activity. As emergency responders, teachers, and parents, we must remain aware of hazards in the community.

Evacuation –

When an emergency requires the quick removal of our children from a school building, the fire alarms will be sounded and normal fire evacuation routes will be followed.

Accountability –

Attendance will be taken immediately following the school evacuation and reported to the principal. Accountability checks, based on the daily attendance records, will be made following the initial evacuation, before and after every move, and routinely in between.

Relocation –

The relocation site is an area or building within walking distance of the school. It is large enough to accommodate the student population and will not interfere with the emergency operations at the school. Students will be moved in an orderly fashion after all safety measures have been put in place.

Transportation –

Students will be transported to one of our designated school shelters via school buses. Class groups will not be separated.

Shelter, Supervision, Care –

Students will be directed to the gymnasium where they will be closely supervised by their teachers, school officers, and DARE officers until they are formally released to a parent or designated guardian. Every factor for the care and comfort of the students has been considered and included in the plan, including assistance from the American Red Cross.

No students will be released until they have reached the shelter. There will not be a general dismissal from a shelter.

KNOW YOUR SCHOOL PLAN

Designated Shelters

PRIMARY

► West Brook Middle School:

Park in the Municipal Pool Lot; walk over the footbridge to the school.

► Paramus High School:

Park as directed by police; walk across to the school.

ALTERNATE

► East Brook Middle School:

Park as directed by police; walk to the school.



Relocation and Shelter

Memorial, Parkway, Ridge Ranch, Stony Lane

Walk to a relocation site; bus to West Brook Middle School shelter.

Midland

Walk directly to West Brook Middle School shelter.

East Brook

Walk directly to Paramus High School shelter.

West Brook

Walk to relocation site; bus to Paramus High School shelter.

Paramus High School

Due to the age of the students and the unique class structure of a high school, there are a variety of options for sheltering, including moving to a safe area of the campus, special dismissal, and transportation to a middle school or other predetermined shelter location.