



Paterson Prep
CHARTER SCHOOL

PATERSON PREP SCHOOL SAFETY PLAN 2024-2025

190 Oliver Street,
Paterson, NJ 07505

SCHOOL LEADS:

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Emergency Response Team/Crisis Response Team:

Staff Name	Staff Title	Crisis Response Team Role
Dr. Simon Obas	Head of School	Media Coordinator
Kelly O'Brien	Principal	Staff Notification Coordinator
Charles Bozian	CFO/COO	Crisis Team Chair
Ambar Acosta	Director of Operations	Assistant Chair/Crowd Management Coordinator
Dr. Michelle Anderson	Director of Student Services	Assistant Staff Notification Coordinator
Erika Arellano	Operations Manager	Communications Coordinator
Loris Colon	Nurse	Assistant Coordinator of Counseling
Samantha Miranda	Social Worker	Coordinator of Counseling

Roles of Crisis Team Members

Crisis team chair—Convenes scheduled and emergency team meetings, oversees both broad and specific team functions, ensures that the required resources are available to each team member for assigned duties, and communicates with the district-level team. Is often an administrator or designee.

Assistant chair—Assists the crisis team chair with all functions and substitutes for the chair in the chair's absence.

Coordinator of counseling—Develops mechanisms for ongoing training of crisis team members and other school staff and identifies and establishes liaisons with community resources for staff and student counseling. At the time of a crisis, determines the extent of counseling services needed, mobilizes community resources, and oversees the mental health services provided to students. Must have appropriate counseling and mental health skills and experience.

Staff notification coordinator—Establishes, coordinates, and initiates the telephone tree when school is not in session to contact the crisis team and general school staff, including itinerant, part-time, and paraprofessional staff. Also establishes a plan to rapidly disseminate relevant information to all staff during regular school hours.

Communications coordinator—Conducts all direct in-house communications, screens incoming calls, and maintains a log of telephone calls related to the crisis event. Helps the staff notification coordinator develop a notification protocol for a crisis event that occurs during the school day.

Media coordinator—Contacts the media; prepares statements to disseminate to staff, students, parents, and the community; and maintains ongoing contact with police, emergency services, hospital representatives, and the district office to keep information current. Handles all media requests for information and responds after coordinating a response with the media coordinator for the district-level team.

Crowd management coordinator—In collaboration with local police and fire departments, develops and implements plans for crowd management and movement during crises, including any required evacuation plans and security measures. Crowd management plans must anticipate many scenarios, including the need to cordon off areas to preserve physical evidence or to manage increased vehicular and pedestrian traffic. Because of the possibility of actual threats to the physical safety of students, crowd management plans must provide for safe and organized movement of students in a way that minimizes the risk of harm to them under various threats, such as sniper fire.

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Section 1

DAILY OPERATIONAL PROCEDURES

1. Security Officers will conduct themselves in a professional and courteous manner at all times.
2. Security Officers will not allow students to remain at their post for extended conversations.
3. 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 Director of Operations or other designated leadership administrator.
5. Security Officers will report unusual incidents to the Director of Operations or other designated leadership administrator.
6. Security Officers will escort all intruders to the Director of Operations or other designated leadership administrator.
7. Security Officers will call for backup/assistance when necessary.
8. Delivery such as food, or personal packages will be delivered outside of the building. (Staff lunch deliveries shall be made in advance and staff must be able to retrieve these outside the front door or gate).
9. Security officers will sign in and announce all visitors to operations staff in the main office prior to building entry. All Visitors must sign in and receive a visitors pass.

1-1. SECURITY OFFICERS POST DESCRIPTIONS

Post Number and Location	Description of Duties and Responsibilities
1: Main Entrance 190 Oliver Street	Security Officer (TBD)
2: Secondary Entrance 190 Oliver Street	Security Officer (TBD)
Purpose	To protect staff and students, to ensure the safety of the building
Assignment Time	6:45am - 4:30pm

1-2. VISITOR CONTROL PROCEDURES

1. The Director of Operations will assign a Security Officer to the main entrance(s). When such an officer is not assigned, the Director of Operations shall assign a specific and clearly designated school employee to be stationed at the school's main entrance(s) to enforce the visitor control procedures. The Security Officer or other appropriate staff person must cover the main entrance(s) until the end of the assignment.
2. Visitors entering the building will be required to provide at least one (1) item of valid identification, preferably a photograph I.D (e.g. Drivers License). The Security Officer or 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 [Visitors Log Book](#) (Appendix A). Logbooks must be maintained at the school for a period of 3 years. Visitors will not be allowed to proceed to any area of the building and will be required with the permission of the designated administrator to enter the main office or have a staff member or designee respond to the security desk to assist the visitor.
 1. Visitors will be issued a [visitor's pass](#). Visitors will be informed that they must surrender their passes to The Security Officer or staff person on duty when they leave the building.
 2. The Security Officer or staff person on duty shall record the time of departure in the [Visitors Logbook](#) parallel to the initial entry for the visitor.
 3. The Director of Operations and Leadership/Operations staff will periodically inspect and sign the Visitors 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 Director of Operations shall be notified for possible implementation of Intruder Procedures.

NOTE: If a separate program housed within the school building follows a different procedure than the main site a detailed description of this procedure must be provided below:

- Parents/Guardians who are visiting must sign in using the log form.

- Parents who are removing students for any reason during regular school hours (8:00 am – 3:30 p.m.) must report to the main security desk and sign the student out using a student sign out sheet.
 - All visitor logs will be maintained in the security office for the respective school site.
4. SCHOOL DELIVERIES: all deliveries that arrive at the school should be directed through the main office or designated loading dock and received at that location. Any unusual or suspect delivery person or packages should immediately raise concern. Descriptions of such persons and vehicle information should be documented.
 5. When practical, the school should designate a parking location for the delivery vehicles that are not in close proximity to the school building.
 6. Any vehicle on school property that is of suspicious nature should immediately be reported to the police. All vehicles that are affiliated with the school, faculty, or staff should regularly display a credential or decal identifying that vehicle as such.

Vendors and Contractors:

1. School personnel shall ensure that all construction and renovation work, workers, and vendors' activities are closely monitored.
2. Vendor's or/and repair personnel's personal information should be kept on file, as appropriate.

1-3. DISMISSAL AND CLOSING PROCEDURE

DISMISSAL PROCEDURES

School Personnel will be at dismissal doors on Oliver St. SIDE A and Oliver St. SIDE B
 Dismissal starts at 3:15 p.m. (Monday-Thursday) & 1:00 p.m. (Fridays)
 Bus students are dismissed at 3:15 p.m. (Monday-Thursday) & 1:00 p.m. (Fridays)
 Bus students are supervised by assigned school personnel.
 Students will exit from classrooms to designated exit locations.

Students are required to have a parental/guardian escort or an authorized pick-up at dismissal. If the student(s) are not picked up by a parent/guardian, or an authorized pick-up, they are directed to wait at the Main Office where they are supervised by Operations Staff. All authorized pick-ups must be designated in writing by the parent/guardian and are required to present valid photo identification.

(NOTE: This supervisor will not normally be a Security 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 will inform the Director of Operations 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 the evacuation of the school building(s), including but not limited to the following:

- Fire/Fire Drill/Evacuation
- 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(s) as follows:

- ☒ The school’s Director of Operations will assume full command of all emergency situations. In the absence of the school Director of Operations, the school Principal will assume the duties of the DOO.
- ☒ The Director of Operations is responsible for safeguarding essential school records and for maintaining current recall rosters for the school system.
- ☒ The Director of Operations 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 Director of Operations 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.
- ☒ Security Officers should report to their respective emergency assignment(s).
- ☒ The Director of Operations will coordinate with City Officials, County and State OEM and the Red Cross and Salvation Army if necessary.
- ☒ Security Officers are responsible for recording of all drills and emergency responses.

Front Main Office
School Command Post

The front main office of the school is the primary command post during emergencies. The main office is staffed with a Director of Operations, Operations Manager, Enrollment Manager, Receptionist and Non-instructional Aide. If necessary, an alternate on-site location would be the Gym located on the First floor.

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 District Transportation Department (if applicable)(973) 321-0830
- Notify the Office of Emergency Management (973) 321-1410
- Notify the Paterson Health Department (973) 321-1277
(In hazardous materials incident) Ext: 2744

- Notify Passaic County Health Department (973) 881-4396
- St. Joseph 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 Director of Operations 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 Notifications Personnel for Extended Evacuation of the School

Name	Title	Phone Number
Dr. Simon Obas	Head of School	203-460-2331
Kelly O'Brien	Principal	201-693-8160
Charles Bozian	COO/CFO	646-643-0049
Ambar Acosta	Director of Operations	973-928-9547
Erika Arellano	Operations Manager	862-290-7575
Dr. Michelle Anderson	Director of Student Services	917-748-6432

2.3 APPOINTMENT OF BUILDING EVACUATION WARDEN

The Director of Operations will designate the following persons to act as Evacuation Wardens for the entire school plant. The wardens are expected to provide information to the Director of Operations during emergency conditions. The Director of Operations 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 aides will assist and report to the warden.

Evacuation Wardens

Name	Title	Floor/Area/Post
Erika Arellano	Operations Manager	Main Office
Dr. Michelle Anderson	Director of Student Services	First Floor Entrance A

Rachel Garey	Charles Bozian	First Floor Entrance C
Rachel Garey	Manager of Curriculum & Instruction	Second Floor Stair A
Amanda Carullo	Assistant Principal Data & Culture	Second Floor Stair C
Lenora Rivera	Assistant Principal Higher Grades	Third Floor Stair A
Nicole Gibbs	Assistant Principal Lower Grades	Third Floor Stair C

Evacuation Aides

Name	Title	Floor/Area/Post
Jessica Dominguez	Receptionist	First Floor Entrance A
Luz Garcia	Non-instructional Aide	First Floor Entrance C
Milagros Martinez	Manager of Enrollment	Second Floor Side A
Loris Colon	Nurse	Second Floor Side C
Samantha Miranda	Social Worker	Third Floor Side A
Justine Wassef	Behavioral Specialist	Third Floor Side C

2-4. EMERGENCY COMMUNICATIONS/ COMMAND CENTER

In the event of a serious incident where evacuation is necessary an Emergency Communication/Command Center should be established to ensure the safety of the students and the staff. This is done to organize the gathering and disseminating of information and to keep the lines of communication open between the school administrators, 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 Paterson P.D and School Supervisor.

The Emergency Communication / Command Center for an event at 190 Oliver Street. will be located at (include the type of and):

Evacuation Site	Address	Phone Number
Public School #2	22 Passaic St, Paterson	973-321-0020
Public School #15	90 Oak St, Paterson	973-321-0150

In case of an emergency evacuation, students will be evacuated in keeping with the schools evacuation plan for fire safety to the following location (if a specific building, list address and phone). This/these location(s) will, where possible, provide shelter to students and staff.

Staff at these locations should be able to communicate information to the Emergency Communications/ Command center

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 the office where students and faculty or staff are normally present.

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

ROOM/OFFICE	EXIT AND STREET	ALTERNATIVE EXIT AND STREET
100 Conference Room	Main Entrance Exit Side A	Rear Parking Lot Door
101 Kindergarten - William Paterson	Main Entrance Exit Side A	Rear Parking Lot Door

102 Kindergarten - Howard	Main Entrance Exit Side A	Rear Parking Lot Door
103 Kindergarten - Dartmouth *ICS	Main Entrance Exit Side A	Rear Parking Lot Door
Main Office	Main Entrance Exit Side A	Rear Parking Lot Door
108 Lower Grade Resource Room	Main Entrance Exit Side A	Rear Parking Lot Door
104 1st Grade- Duke	Main Entrance Exit Side A	Rear Parking Lot Door
105 1st Grade - West Point *ICS	Secondary Entrance Exit Side C	Main Entrance Exit
118 Teacher's Lounge	Secondary Entrance Exit Side C	Main Entrance Exit
106 Nurse Room/Office	Secondary Entrance Exit Side C	Main Entrance Exit
107 Curriculum and Instruction Manager Student Pull Out Room- Speech	Secondary Entrance Exit Side C	Main Entrance Exit
201 2nd Grade - Morehouse	Stairway A	Stairway B
203 2nd Grade - Florida State	Stairway A	Stairway B
204 1st Grade - NYU	Stairway A	Stairway B
207 Art Room	Stairway A	Stairway B
205 1st Grade - Brown	Stairway C	Stairway A
206 Music Room	Stairway C	Stairway A
211 Director of Student Services	Stairway C	Stairway A
210 Social Worker	Stairway C	Stairway A
209 Behavior Specialist	Stairway C	Stairway A
208 2nd Grade - Ramapo *ICS	Stairway C	Stairway A

301 5th Grade - MIT	Stairway A	Stairway B
305 5th Grade - University of Texas	Stairway A	Stairway B
306 5th Grade - Rutgers *ICS	Stairway A	Stairway B
307 6th Grade - Seton Hall	Stairway C	Stairway A
308 Higher Grade Resource Room	Stairway C	Stairway A
309 (Office) Assistant Principal Lower Grades Assistant Principal Data & Culture Assistant Principal Higher Grades	Stairway C	Stairway A
310 (Office) Principal	Stairway C	Stairway A
311 6th Grade - Harvard *ICS	Stairway C	Stairway A
Gym	Stairway C	Main Entrance Exit Side A
007 (Office) OT Support LDTTC	Stairwell C	Cafeteria Back Door
Cafeteria	Stairwell C	Cafeteria Back Door
M04 (Office) Finance Associate CFO/COO Head of School	Stairwell C	Cafeteria Back Door

2-6 GENERAL EVACUATION PROCEDURES

The same evacuation procedure will usually be employed for a number of different emergency incidents. General evacuation procedures are described in sections 2-7.

1. The Director of Operations and his/her designee are responsible for the entire school, including students and staff. The Director of Operations will determine if evacuation is necessary. He/she will notify the Fire and Police Departments of any evacuation. The Director of Operations 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
 - c. All designated staff members will assist the Director of Operations during these emergencies. A decision will be made whether the evacuation will be outside of the building or to another location.
2. The Director of Operations/designee will meet an emergency responder at a designated location (as determined by the supervisor of the responding agency), in order to obtain 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
 3. Each teacher will be responsible for all the students in his/her class. All teachers shall take their emergency red backpack which contains the student roster and first aid with them upon exiting the building.
 4. Evacuate using the Egress Route outlined in the 2-5. Unless instructed otherwise by the Principal or other competent authority.
 5. If stairways or hallways are blocked by fire or debris, or are the location of ongoing. In the emergency incident, use alternative egress routes designated in part 2-5 of this plan.
 6. Evacuate students to the designated outdoor evacuation sites shown in part 2-4 of this plan. Take their emergency red backpack which contains the student roster and first aid with them upon exiting the building.

- If the emergency Communication/Command Center as described in part 2-4, is implemented then attendance information should be sent there.
 - The Principal will designate a staff member to check with each teacher to make certain all students are accounted for. The designated staff member is Joseph Pierce.
7. 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.
 8. 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.
 9. One of the staff designated in Part 2-2 of this plan should be assigned to notify parents/guardians about where their child has been transported. Student emergency contact information must be transported to the relocation site. The District Command Center must be notified.
 10. If it is necessary to transport the students and/or staff from the school site, other than a hospital, the Director of Operations or his/her designee should: 1) Contact the administration of the relocation site to ensure availability, 2) Note the time of the transport; 3) the location to which the students have been transported; 4) the names of departments or private companies that made transports; 5) the total number of students and the total number of staff transported. Attendance will be taken at the site to which the total number of staff transported and every student and staff member accounted for. The Director of Operations' designees (listed in part 2-2) will notify all families where their child/children or family member(s) are being sheltered.
 11. If students and staff will not be returning to the school, the Director of Operations/Designees will inform the family about arrangements for picking up students at the site where they are being sheltered.
 12. 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 alternative location.

13. Every student/staff member must be accounted for upon arrival at the relocation site.

Recovery

1. Begin the re-occupancy process, after emergency responders have advised that their efforts to address the threat/risk are conducted and the Director of Operations 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 Principal and the Director of Operations 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

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 material. Carpenter shops, print shops, home economic rooms, cafeterias with cooking facilities, boiler rooms and storm 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 occupants. The Director of Operations plays a major role in responding to bomb threats. It is the responsibility of the Director of Operations to order an evacuation if the bomb threat is deemed credible and reasonable. If the reasonable cause does not exist, the Director of Operations should immediately consult with Law Enforcement about ordering an evacuation of a school building.

The Director of Operations 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 Director of Operations to order the re-occupancy of the school, based upon the information provided by Law Enforcement Officials.

Procedures to Follow Upon Receiving a Bomb Threat

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 it 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 Director of Operations 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 321-144) and the Paterson Police Department (911, (973) 321-1111) via landline. Make no transmissions to 911 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 the 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, ect. Record on the Bomb Threat Report.
- Listen for any distinctive or unusual background noises such as music playing, motors running, traffic sounds, dogs barking, ect.
- Keep all landline 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 members to notify emergency responders via landline phone. This caller should be prepared to:
 - Give the name and exact location of the school
 - Describe the emergency situation and if any of the school occupants have been evacuated.
 - If possible provide 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 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 re-enter building or 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 Director of Operations to order the re-occupancy of the school, based upon the information provided by law enforcement officials.

C. HAZARDOUS MATERIAL 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.

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 the accident location if necessary.

Hazardous Materials Incident Within School:

- Notify the Fire Department – 911, or (973) 321-1444 – explain the situation.
- Notify the Health Department and office of Emergency Management.
- Have each class prepared to evacuate the school.
- No one should re-enter the building/affected 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 materials 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 hall windows and all inside and outside doors and to shut down air conditioners and in-take fans to prevent draining 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 a rapid but careful response. Hostage negotiators and police personnel responding to the scene will need as complete information possible to act effectively.

Who is holding the hostages?

How many hostages and hostage takers are there?

What do we know about them?

How many hostages are 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 the Director of Operations who will contact police via 911.
- Follow intruder Procedure outlined in the Safety School 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 Director of Operations 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.
- The Director of Operations and 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 the risk that the occupants will be exposed to danger. Lockdowns necessitate a law enforcement response and immediate intervention.

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

The ALERT will be: LOCKDOWN, LOCKDOWN

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

- Any students in the hallway will be taken to the 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.
 - Director of Operations
 - Operations Team
 - Assistant Principals
 - Director of Student Services
- 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: ALL-CLEAR announced by the Director of Operations or designee. This will be followed by the principal announcing the date and repeating that the school is all clear.
- In the event that the Building's public address systems are 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 committed 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/shooter(s) and an announcement 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 the nearest classroom by school personnel.
- All teachers will lock their classroom doors and windows and may have to seek cover under desks.
- Cover the window of the classroom door.
- Notification 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:
 - The number and a description of the suspect(s) (physical and clothing)
 - The suspect(s) identity
 - Type of weapon the suspect(s) have
 - Type, description, location of possible planted explosive devices
 - The location where the suspect(s) was last seen
 - Any comments made by the suspect(s)
 - Locations of the victims (injured and non-injured)
 - Actions are 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 predetermined evacuation assembly locations.
- Direct any staff member in the main office to maintain communication with classrooms and monitor

- 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 the location of the Shooter(s). If possible identify the name(s) of the shooter(s). If possible retrieve the records of the shooter(s) with home contact numbers.
- Police Personnel will determine when to evacuate and will conduct it according to their protocol.
- Paterson P.O and Principal will notify their respective Supervisors and arriving agencies, with pertinent and vital information.
- Notify and maintain contact with the respected Supervisors following predetermined communication protocols and request activation of media and parent notification protocols.
- The Director of Operations and Security Officer 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 Director of Operations and prepare to go into lockdown.
- Staff will immediately implement predetermined district approved lockdown procedures.
 - Immediately, secure all staff, students or visitors, including those from hallways, behind locked doors.
 - Keep classrooms quiet and discourage the individual use of cell phones.
 - Instruct classroom occupants to get on the floor in a sitting or crouching position and stay away from windows and doors.
 - Turn lights off and cover classroom door windows. This should be decided in consultation with local emergency responders during planning sessions.
 - Do not permit anyone to leave the room until notified by the incident commander or designee. 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 Director of Operations, 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 Director of Operations/Designee or 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, takes attendance, and moves to the reunification site.
 - b. The Administrator requires 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 activates family reunification protocols.
2. The Director of Operations/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 Director of Operations determines when the school can resume normal activities and communicates this information to parents and the public.
4. The Director of Operations/Designee is responsible for completing an incident report (NJDOE, County District, ect.) 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 update 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 and missing, extra or injured students to the building administrator
- Wait for further instructions

I. SEVERE STORM CONDITIONS

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

These storms carry very high winds and very heavy rains. They can all cause heavy damage from winds, flooding, from the rains and power outages throughout the

city. When these types 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 the 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 a 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 a flashlight available.

J. GAS LEAKS

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

Procedures to follow in gas leak conditions:

- Follow all fire emergency procedures.
- DO NOT turn off any switches
- TURN OFF any electric motors in the building.
- If a gas leak or a ruptured gas line is outside the building, have all windows and doors closed.
- Notify the 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 and the Division of (DCPP), also PCPO; see attached policy.

- Contact Paterson Police Department to respond immediately at (973) 321-1111 or 911
- Contact a School Counselor or Nurse to offer assistance or render aid.
- If medical aid is needed contact Paterson Fire/Ambulance Department (973) 321-4444 or 911

Child Sexual Abuse Disclosure

Do's and Don'ts

PASSAIC COUNTY PROSECUTOR'S OFFICE'S PROTOCOL TO BE FOLLOWED WHERE ANY PERSON IN A SCHOOL HAS REASONABLE CAUSE TO BELIEVE THAT A CHILD HAS BEEN SUBJECT TO CHILD SEXUAL ASSAULT

1. DO CONTACT THE DIVISION OF CHILD PROTECTION AND PERMANENCY (DCPP) IMMEDIATELY – ALWAYS AND WITHOUT EXCEPTION

DCPP State Central Registry: 1-877-NJABUSE – 1-877-652-2873

DCPP Central Passaic Local Office: (973) 742-0063

DCPP Northern Passaic Local Office: (973) 523-6090

2. DO Contact the Passaic County Prosecutor's Office (PCPO) Special Victims Unit (SVU) in addition to the legal requirement to contact DCPP. To contact the PCPO SVU call (973) 837-7650. You must speak to an actual person to make a report. Voicemail messages are not acceptable as a report. You may also directly contact Bilingual Child Interview Specialist Giselle Henriquez (973) 837-7650, Joanne Hatt, R.N (973) 837-7652, SVU Sergeant James Stolz (973) 837-7736 or Chief Assistant Prosecutor Christopher R. Fried (973) 837-7639.
3. DO comfort and reassure the child, if appropriate, that the child was correct to disclose the abuse.
4. DO arrange for immediate mental health intervention, if needed, in cases of extreme distress upon the disclosure of abuse.
5. DO make notes or otherwise memorialize the exact words the child used to disclose abuse or give rise to a reasonable suspicion of abuse, including the child's demeanor.
6. DO be prepared to provide all readily available information concerning the child's pedigree, nature of abuse and contact of disclosure or reasonable suspicion.
7. DO secure emergency medical attention, if appropriate.
8. DO keep the child separated from the alleged offender, in relevant cases.
9. DO NOT attempt to interview the child or investigate to determine its validity. Allow the child to explain. However, do not conduct an inquiry into the

circumstances of the abuse. If it is a disclosure which gives rise to a reasonable suspicion the task of interviewing the child is for the appropriate investigating agency.

10. DO NOT contact the parent or caretaker until discussing the issue with DCPD or the PCPO. Contact School Social Worker immediately to discuss reporting to DCPD. You may, however, report the disclosure to superiors out of the presence of the child, but such reporting shall follow your immediate duty to contact DCPD.
11. DO NOT inform the alleged offender of the accusation or the identity of the complaining or implicated child. Contact DCPD or the PCPO SVU for advice on dealing with the offender if he/she is within the school
12. DO NOT INFORM, ASK, AND/OR CONFRONT THE ALLEGED OFFENDER ABOUT THE ALLEGATIONS
13. DO NOT overreact, be judgmental or become emotional or angry in the presence of the child.

2.8 EVACUATION PROCEDURES FOR LIMITED-MOBILITY STUDENTS/STAFF

Overview of Procedures for 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 backup 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 designated/location of Fire Department-approved “holding rooms” or school-certified Americans with Disabilities Act areas of “safe refuge” for fire rescue assistance.
- Description of egress routes from the building and predetermined evacuation areas outside of the building, where applicable.

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.

Name of Limited Mobility Student/Staff	Indicate Staff/Student	Name of Staff Member Assigned	Back-up Staff Member Assigned

PROGRAM SCHEDULE (LIMITED MOBILITY STUDENTS)

- 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.
- Identify location(s) within the school where 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.
- 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 administrator, and to the staff members and back-up staff members assigned to provide assistance.

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

If a person is 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.

HOLDING ROOMS	AREAS OF FIRE RESCUE	CLOSEST STAIRWELL	STREET NAME OR NUMBER	ALTERNATIVE STAIRWELL	STREET NAME OR NUMBER
Main Office	1 st Floor	Stairwell B	190 Oliver Street	Stairwell A	Oliver St
Nurse Office	1 st Floor	Stairwell C	190 Oliver Street	Stairwell B	Oliver St

Describe the Procedure for the evacuation to Holding Rooms or Areas of Fire Rescue Assistance

(Continue on another page if additional space is needed):

- Upon announcement made, staff and students will evacuate to the cafeteria to wait for further instructions.

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.

FLOOR	EVACUATION STAIRWELL AND EXIT	ALTERNATIVE EVACUATION STAIRWELL AND EXIT	HOLDING AREA OUTSIDE THE BUILDING
First Floor	Back Exit to the parking lot	Exit by the Conference Room	Back Parking Lot
Second Floor	Back Exit to the parking lot Stairwell A	Exit by the Conference Room	Back Parking Lot
Third Floor	Exit by the Conference Room	Back Exit to the parking lot Stairwell A	Back Parking Lot
Gym	Gym emergency Exit	Cafeteria emergency Exit	Back Parking Lot
Cafeteria	Cafeteria emergency Exit	Gym emergency Exit	Back Parking Lot

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

- Personnel aides or designees will escort students to the designated holding area outside the building.

SECTION 3 – APPENDICES

APPENDIX – A

VISITOR SIGN-IN LOG

APPENDIX – B

EGRESS AND ALTERNATIVE ROUTES

190 Oliver Street

ROOM/OFFICE	EXIT AND STREET	ALTERNATIVE EXIT AND STREET
100 Conference Room	Main Entrance Exit	Rear Parking Lot Door
101 Kindergarten - William Paterson	Main Entrance Exit	Rear Parking Lot Door
102 Kindergarten - Howard	Main Entrance Exit	Rear Parking Lot Door
103 Kindergarten - Dartmouth *ICS	Main Entrance Exit	Rear Parking Lot Door
Main Office	Main Entrance Exit	Rear Parking Lot Door
108 Lower Grade Resource Room	Main Entrance Exit	Rear Parking Lot Door
104 1st Grade- Duke	Main Entrance Exit	Rear Parking Lot Door
105 1st Grade - West Point *ICS	Secondary Entrance Exit Side B	Main Entrance Exit Side A
118 Teacher's Lounge	Secondary Entrance Exit Side B	Main Entrance Exit Side A
106 Nurse Room/Office	Secondary Entrance Exit Side B	Main Entrance Exit Side A
107 Curriculum and Instruction Manager 107 (outside) Student Pull Out Room- Speech	Secondary Entrance Exit Side B	Main Entrance Exit Side A
201 2nd Grade - Morehouse	Stairway A	Stairway B
203 2nd Grade - Florida State	Stairway A	Stairway B
204 1st Grade - NYU	Stairway A	Stairway B
207 Art Room	Stairway A	Stairway B

205 1st Grade - Brown	Stairway C	Stairway A
206 Music Room	Stairway C	Stairway A
211 Social Worker	Stairway C	Stairway A
210 Director of Student Services	Stairway C	Stairway A
209 Behavior Specialist	Stairway C	Stairway A
208 2nd Grade - Ramapo *ICS	Stairway C	Stairway A
301 5th Grade - MIT	Stairway A	Stairway B
305 5th Grade - University of Texas	Stairway A	Stairway B
306 5th Grade - Rutgers *ICS	Stairway A	Stairway B
310 (Office) Principal	Stairway A	Stairway B
307 6th Grade - Seton Hall	Stairway C	Stairway A
308 Higher Grade Resource Room	Stairway C	Stairway A
309 (Office) Assistant Principal Lower Grades Assistant Principal Data & Culture Assistant Principal Higher Grades	Stairway C	Stairway A
311 6th Grade - Harvard *ICS	Stairway C	Stairway A
Gym	Stairway C	190 Oliver St Entrance
007 (Office) OT Support LDTTC	Stairwell C	Cafeteria Back Door
Cafeteria	Stairwell C	Cafeteria Back Door
M04 (Office) Finance Associate CFO/COO Head of School	Stairwell D	Cafeteria Back Door

APPENDIX - C

EMERGENCY TELEPHONE NUMBERS PATERSON PREP

Title	Name	Personal Cell
Head of School	Dr. Simon Obas	203-460-2331
Principal	Kelly O'Brien	201-693-8160
Director of Operation	Ambar Acosta	973-928-9547
CFO/COO	Charles Bozian	646-643-0049
Operations Manager	Erika Arellano	862-290-7575

APPENDIX - D TRANSPORTATION OF STUDENTS, STAFF & VISITORS

1. Building _____
2. Address _____
3. Name of Person filing Report: _____
4. Date: _____
5. Time of Transport: _____ a.m. p.m.
6. Vehicle #: _____
7. License Plate: _____
8. Name of Transportation Company: _____
9. Location to which the staff and visitors been transported:

10. Total number of visitors transported: _____
11. Total number of employees transported: _____
12. Roll Call taken: YES or NO
(Circle one of the above)
13. Name of person taking Roll Call:

Print Name

Signature of Person Filing Report

Date

APPENDIX - E

BOMB THREAT REPORT

QUESTIONS TO ASK

1. What is the timer on the bomb?

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 kind?

11. What kind of damage will it do

And what area will it cover?

CALLER'S VOICE

Is the caller's voice familiar? YES or NO

Who did it sound like?

Below check any that apply:

- | | | | |
|-------------------------------------|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal | <input type="checkbox"/> Accent | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Angry | <input type="checkbox"/> Excited |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Stutter | <input type="checkbox"/> |
| <input type="checkbox"/> Cracking | | | |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy | <input type="checkbox"/> Deep | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Soft | <input type="checkbox"/> Loud | <input type="checkbox"/> Laughter |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Normal | <input type="checkbox"/> Well Spoken | |
| <input type="checkbox"/> Incoherent | <input type="checkbox"/> Educated | | |

EXACT WORDING OF THREATS:

Sex of caller: _____ Race: _____ Age: _____

Time Call began: _____ Time ended: _____ Length of call: _____

Date: _____ Number at which call was received: _____

BACKGROUND SOUNDS

___ Voices _____ Street Noises _____ P.A 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. Office of Emergency Management (973) 321-1410

DATE: _____ NAME:

POSITION: _____ PHONE:

OTHER INFORMATION:

APPENDIX - F **SCHOOL INFORMATION: PATERSON PREP**

The circle on the attached map defines a one-mile radius around PATERSON PREP, identifying the potential hazards within the one mile radius.

Hazard or Facility	Distance from School	Direction from School
Factory	N/A	N/A
Chemical Plant	N/A	N/A
Major Highway	Route 19, Route 80 - 1,000Ft	East
Heavily Traveled Roads	Ramp of Route 80 - 50Ft	East
Railroads	N/A	N/A
Waterways		
Bridges		

SCHOOL DATA

# of Students	347
# of Teachers and Staff	56
# of Floors	4
# of Classrooms	19
# of Entrances	2
# of Exits	6
# Stairways	4

SCHOOL INFORMATION

Please identify special function rooms in the school and describe their locations.

190 Oliver Street

Special Function Rooms	Number	Location	Second Location
Elevator Shafts	1	First Floor	
Teachers Rooms	1	First Floor Staff Lounge	
Kitchens	1	Basement	
Cafeterias	1	Basement	
Gymnasium	1	First Floor	
Storage Rooms	2	First Floor	
	2	Second Floor	
	2	Third Floor	
	2	Cafeteria/Basement	
Offices	4	First Floor	
	3	Second Floor	
	2	Third Floor	
	3	Lower Floor/Basement	

What chemicals are stored? Indicate where they are stored:

- Cleaning Supplies, stored in janitorial closets

What is stored in storage rooms? Indicate any flammable or toxic items:

- General Office and School Supplies

Indicate any rooms that house a stove or appliance:

- Kitchen

EMERGENCY NUMBERS

Paterson Fire Department	(973) 321-1444
Paterson Ambulance Division	(973) 321-1444
Paterson Police Department	(973) 321-1111
Office of Emergency Management	(973) 321-1410
Paterson Board of Health	(973) 321-1277
Department of Public Works	(973) 321-1488

PATERSON KEY PERSONNEL

Title	Name	Work Telephone
City of Paterson Deputy Coordinator, Office of Emergency Management	Rhonda Thompson	973-321-1410

Paterson Police Department School Law Enforcement Liaison	Dalton Price	973-321-0596
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APPENDIX - G

SCHEMATIC DRAWING OF THE SCHOOL FACILITY

(Working with CRG to complete)

Attached is a schematic drawing of the entire school facility showing exits, stairways, 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.

Schematic Plans must be readily available in the Main Office and Security Desk.

APPENDIX - H

SECURITY DRILL RECORD FORM

Security Drill Record Form

2024-2025

One drill entry per month

[Paterson Prep Safety Drill Log SY24-25](#)

Paterson Prep							
Fire Drill Log							
Date	Scheduled Time	Duration	#of Staff	# of Students	Weather Condition	Notes	Complete
9/12/24							<input type="checkbox"/>
10/10/24							<input type="checkbox"/>
11/19/24							<input type="checkbox"/>
12/11/24							<input type="checkbox"/>
1/8/25							<input type="checkbox"/>
2/3/25							<input type="checkbox"/>
3/3/25							<input type="checkbox"/>
4/9/25							<input type="checkbox"/>
5/5/25							<input type="checkbox"/>
6/16/25							<input type="checkbox"/>

Paterson Prep								
Security Drill Log								
Type of Drill	Date	Scheduled Time	Duration	# of Students	#of Staff	Weather Condition	Notes	Complete
Lockdown	9/24/24							<input type="checkbox"/>
Shelter in Place	10/21/24							<input type="checkbox"/>
Active Shooter	11/5/24							<input type="checkbox"/>
Lockdown	12/17/24							<input type="checkbox"/>
Shelter in Place	1/23/25							<input type="checkbox"/>
Active Shooter	02/12/25							<input type="checkbox"/>
Lockdown	3/13/25							<input type="checkbox"/>
Shelter in Place	4/16/25							<input type="checkbox"/>
Active Shooter	5/19/25							<input type="checkbox"/>
Evacuation	6/9/25							<input type="checkbox"/>

Paterson Prep							
Bus Evacuation Drill							
Date	Scheduled Time	Duration	#of Staff	# of Students	Weather Condition	Notes	Complete
9/27/24							<input type="checkbox"/>
4/10/25							<input type="checkbox"/>

APPENDIX - I

INCIDENT REPORT TEMPLATE

INCIDENT REPORT

Today's Date:

Name of Person Completing Report:

Incident Summary:

Location of Incident: Classroom Hallway Gym Lunchroom
 Library Bathroom Playground Other:

Student(s) Involved:

Name:

--

Grade: _____ Teacher:

Name:

--

Grade: _____ Teacher:

Name:

--

Grade: _____ Teacher: _____

Incident Overview: *Provide a brief narrative of the incident including any pertinent information such as timing, all students involved, and names of any witnesses. Attach an additional sheet if necessary.*

Action(s) Taken: *Describe any actions taken and/or consequences issued as a result of this incident.*

Parent(s) Contacted ? Yes No

