

BERNARDS TOWNSHIP PUBLIC SCHOOLS

CRISIS RESPONSE FLIP CHART FOR USE OF FACILITIES

Bernards Township Public Schools
101 Peachtree Road
Basking Ridge, N.J. 07920
(908) 204-2600
www.bernardsboe.com

The Bernards Township Public School District has developed School Emergency Operations Plans for all school buildings. The plans are based on the guidelines provided by the New Jersey Office for Emergency Management, The Office of Safe and Drug-Free Schools, The U.S. Department of Education and local law enforcement.

In addition to the School Emergency Operations Plan, the building principals chair a Building Crisis Team. The team consists of building administrator/s, school nurse, guidance personnel/student assistance counselor/social worker or school psychologist, head custodian and any other designated staff the principal deems necessary. Building Crisis Teams are trained to carry out the building's emergency plan and provide turnkey training for staff.

All persons using our facilities should review the contents of the attached information and become familiar with the district's emergency response procedures for specific incidents.

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

IN THE CASE OF AN EMERGENCY PLEASE CALL 911 to contact, Police, Fire and First Aid

Non emergency contact information:

Bernards Twp. Police Department, (908) 766-1122

Hank Werner, Director of School Safety and Security, hwerner@bernardsboe.com

Bill Larkin, Director of Facilities, blarkin@bernardsboe.com

David Cooney, Director of Aramark, dcooney@bernardsboe.com

Administration- [District Administrators](#)

ALLERGIC REACTIONS

ANAPHYLACTIC SHOCK

DEFINITION: An adverse life threatening reaction to food, insect bites, chemicals, materials or other agents.

PERSON IN CHARGE TASKS:

1. Call 911, follow the directions of the dispatcher.
2. Remove other persons from the area.
3. Remain with the individual until relieved by the rescue squad.

ADMINISTRATIVE ACTION:

1. Meet the first responders and help them locate the individual.
2. Notify parents of the individual, if a minor.
3. Notify the next of kin of the individual, if not a minor.
4. Advise Aramark staff.

FOLLOW UP:

1. Notify Superintendent / Dir. of School Safety and Security / School Principal

BOE Policy/Regulation Reference Number: 5331

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

ARMED INTRUDER

DEFINITION: Any intruder armed with a weapon with the intent to cause serious bodily injury, death or intimidation to the students or staff.

PERSON IN CHARGE TASKS:

1. Call lockdown.
This may have to be done on an individual basis. If you have a whistle with you, three blows on a whistle represents an emergency. You would have to tell your assistants upon arrival what to expect in an armed intruder case.
2. Call 911.
3. Keep your participants safe and silent.

ADMINISTRATIVE ACTION:

1. Meet with Law Enforcement if possible.
2. Attend to your participants if possible.
3. Advise Aramark staff if possible.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 8420.10

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

BOMB THREAT

DEFINITION: Receipt of a verbal or written threat of a bomb or explosive device in or around school property.

PERSON IN CHARGE TASKS:

1. Do not use cell phones or any other electronic device at all.
2. Record all information from the caller / letter.
3. Notify 911 immediately.
4. Advise Aramark staff.
5. Evacuate the building if directed to do so by a police dispatcher.
6. Follow directions from first responders.

ADMINISTRATIVE ACTION:

1. Meet with Law Enforcement if possible.
2. Attend to your participants' safety.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 8420.2

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

EXPLOSION

DEFINITION: The release of mechanical, chemical or nuclear energy in a sudden/violent manner.

PERSON IN CHARGE TASKS:

1. Call 911
2. Activate the fire alarm.
3. Advise Aramark staff.
4. Evacuate the building.
5. Follow directions from first responders.

ADMINISTRATIVE TASKS:

1. Notify Superintendent / Dir. School Safety and Security.
2. Meet with Emergency Response Officials on scene.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 8420.3

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

CHILD ABUSE / NEGLECT

DEFINITION: Child Abuse - The infliction of harm, physical, mental or emotional, on a child under the age of eighteen by a person who has control over the child.

Neglect - includes negligence and the failure to respond to a child's basic needs.

PERSON IN CHARGE TASKS:

1. If you suspect child abuse and or neglect you need to contact the Bernards Twp. Police Department and the Division of Child Protection and Permanency (DCPP) at: (908) 575-3300.
2. If the individual is injured have him/her seek medical assistance.

ADMINISTRATIVE ACTION:

1. Notify Superintendent / Dir. School Safety and Security.
2. Meet with Emergency Response Officials on scene.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 8462

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

DRUG / SUBSTANCE ABUSE

DEFINITION: The consumption or use of any substance, including alcoholic beverages, controlled dangerous substances (CDS), anabolic steroids, or any chemical which releases vapors or fumes causing intoxication.

PERSON IN CHARGE TASKS:

1. Report any underage drinking to the Bernards Township Police Department.
2. Report any illegal CDS usage on school grounds to the Bernards Township Police Department.
3. Advise Aramark staff.

ADMINISTRATIVE ACTION:

1. Have the individual speak with the police so they can access their condition..
2. Let the police investigate the situation.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 5530

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

FIRE

DEFINITION: An accidental or intentional setting of a fire.

PERSON IN CHARGE TASKS:

1. Pull the closest fire alarm.
2. Call 911
3. Advise Aramark staff.
4. Evacuate the building.
5. Follow further directions from the First Responders.

ADMINISTRATIVE ACTION:

1. Meet with first responders as they arrive.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / School Principal.

BOE Policy/Regulation Reference Number: 8420.1

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

GAS LEAK

DEFINITION: The unintentional release of natural gas into the air.

PERSON IN CHARGE TASKS:

DO NOT PULL FIRE ALARM

DO NOT USE ANY ELECTRICAL COMMUNICATION DEVICES, NO INTERCOM AND
NO ALARMS ARE TO BE USED

CALL 911 ONCE YOU ARE SAFELY OUTSIDE THE BUILDING

1. Report the location of the gas leak if you know where it is.
2. Evacuate the building.
3. Advise Aramark staff
4. Follow further directions from the first responders.

ADMINISTRATIVE ACTIONS:

1. Provide all known information to first responders.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / School Principal.

BOE Policy/Regulation Reference Number: 8420.3

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

HAZARDOUS MATERIALS

DEFINITION: Biological contaminants, poisons, explosives or chemicals that have the potential of becoming a hazard in or around the school community.

PERSON IN CHARGE TASKS:

1. Call 911
2. Limit exposures to hazardous materials by moving participants and self away from the affected area.
3. Advise Aramark staff.
4. Evacuate the building.
5. Follow directives from the first responders.

ADMINISTRATIVE ACTION:

1. Provide all known information to first responders.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / School Principal.

BOE Policy/Regulation Reference Number: 7433

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

HOSTAGE SITUATION

DEFINITION: Individual(s) who takes, holds, confines or otherwise restricts the movement of any person(s) by using a weapon, threats or physical restraints.

PERSON IN CHARGE TASKS:

1. Call 911.
2. Evacuate the building to a safe place.
3. Follow directions of the first responders.

ADMINISTRATIVE ACTION:

1. Notify Aramark staff.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 8468

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

NATURAL DISASTERS / DANGEROUS WEATHER:

DEFINITION: Severe weather that may necessitate school emergency procedures.
(Examples: snow/ice storm, electrical storm, tornado, hurricane and high winds)

PERSON IN CHARGE TASKS:

1. Seek immediate shelter indoors and follow directions from first responders.
- POWER FAILURE, DO NOT USE CANDLES OR OPEN FLAME!

ADMINISTRATIVE ACTIONS:

1. Secure safety of attendees.
2. Advise Aramark staff.
3. Monitor current weather conditions.
4. Shelter in place at the school until it is safe to travel home.

FOLLOW UP:

1. Follow emergency officials' directives and recommendations.
2. Meet with the Superintendent / Dir. School Safety and Security / School Principal

BOE Policy/Regulation Reference Number: 8468

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

POWER FAILURE / MALFUNCTION

DEFINITION: A temporary or permanent interruption of electrical power.

PERSON IN CHARGE TASKS:

1. Notify Aramark staff

POWER FAILURE DO NOT USE CANDLES OR ANY OPEN FLAME!

ADMINISTRATIVE ACTION:

1. Evacuate the building.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / School Principal.

BOE Policy/Regulation Reference Number: 8468

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

SERIOUS ILLNESS / INJURY

DEFINITION:

Any illness or injury that requires immediate medical assistance.

PERSON IN CHARGE TASKS:

1. Call 911.
2. Remain calm and stay with the injured person.
3. Remove other spectators from the area.
4. Follow directives from the first responders.

ADMINISTRATIVE ACTIONS:

1. Notify Aramark staff.
2. Meet emergency officials and parents upon arrival.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / School Principal.

BOE Policy/Regulation Reference Number: 8441

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

SEXUAL HARASSMENT / SEXUAL ASSAULT

DEFINITION:

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and verbal or physical contact of a sexual nature. These may result from either:

- Quid Pro Quo Harassment, or
- Hostile environment.

PERSON IN CHARGE TASKS:

1. Call 911.

ADMINISTRATIVE ACTION:

1. Report all sexual assault cases to the police.
2. Notify Aramark staff

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 5751

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

VIOLENCE

DEFINITION:

Any action by an individual that poses a threat to the safety and welfare of others.

Any incident that involves an individual who makes any type of threat to injure, harm or kill another person.

PERSON IN CHARGE ACTIONS:

1. Call 911
2. Notify Aramark staff.

ADMINISTRATIVE ACTIONS:

1. Follow directives of the first responders.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 8468

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WATER LEAK/ PLUMBING FAILURE / FLOOD

DEFINITION:

A temporary or permanent interruption of water to the school.

PERSON IN CHARGE TASKS:

1. Advise Aramark staff.
2. Follow instructions from Aramark.

ADMINISTRATIVE ACTION:

1. Be prepared to evacuate the building if needed.

FOLLOW UP:

1. Contact the school principal.

BOE Policy/Regulation Reference Number: 8468

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WEAPONS POSSESSION

DEFINITION:

A student that possesses a dangerous / deadly weapon or firearm.

PERSON IN CHARGE TASKS:

1. Call 911.
2. Ask the individual to place the weapon down.
3. Secure the weapon if possible.
4. Take responsible steps to ensure the safety of yourself and others.

DO NOT ATTEMPT TO ENGAGE IF THE INDIVIDUAL IS VIOLENT OR THREATENS TO USE THE WEAPON AGAINST OTHERS OR SELF.

ADMINISTRATIVE ACTION:

1. Meet with Law Enforcement upon their arrival.
2. Advise Aramark staff.

FOLLOW UP:

1. Meet with the Superintendent / Dir. School Safety and Security / Chief of Police / School Principal.

BOE Policy/Regulation Reference Number: 8467

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.

EVACUATION

EVACUATION PROCEDURES:

- It is not necessary to close doors, windows or turn off lights in fact it is unwise to do so, particularly in the case of a natural gas leak.
- Exit the building quickly and quietly.
- All individuals shall proceed to exit the building to the parking lots no closer than 150 feet from the building.
- Stay calm and alert, Never re-enter the building for any reason unless the all clear is announced by the first responders

DO NOT PULL FIRE ALARM IF A GAS LEAK IS SUSPECTED.

BOE Policy/Regulation Reference Number: 8420

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LOCK DOWN PROCEDURES

The lockdown will begin by a lockdown being called over the public announcement system. Anyone can call a lockdown.

Once the lockdown has been called:

- Remain calm, lock your door immediately.
- Turn off the lights.
- Pull the door shades down (leave exterior window shades up).
- Silence your phones.
- Instructions will come.
- Move away from all doors and windows.
- Keep out of sight.
- Permit no one to leave the classroom.
- First responders will open your door and explain what you need to do next.

BOE Policy/Regulation Reference Number: 8420

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SHELTER IN PLACE

The Bernards Township PD will notify you if there is a need for “Shelter in Place”. The Shelter in Place directive may be initiated when there is an act of war, biological contamination, dangerous weather/natural disasters or state of emergency and leaving the school is unsafe. When law enforcement initiates a Shelter in Place directive expect the following actions:

Police Department:

- Notify Superintendent, Dir. School Safety and Security.
- Assign 1-2 officers to each school.
- Provide current information and security.

BOE Policy/Regulation Reference Number: 7440

As per Bernards Township Board of Education, Policy 7510 must be followed for all YOUTH programs that have taken out a Use of Facilities agreement with the BOE. This does not include district youth programs.