

## What You Need to Know

### BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact information is accurate, current, and updated as needed.
- Remove the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with your school's emergency communication procedures. The Denville Township School District is committed to providing accurate and timely information in the event of an emergency.

### IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- Check for and listen to the message you will receive via the district's emergency notification system - **this is the primary method the district will use to contact you.**
- Check [www.denville.org](http://www.denville.org) for updates to the website.
- Tune in to local TV stations (NewsChannel 12 and Fox 5 News) for official school news alerts.
- Rely only on official communication from school or public safety officials.



### EMERGENCY TERMS AND PROCEDURES:

In the event of an emergency at your child's school, it is important to know these terms:

**Lockdown** - A lockdown takes place if a threat is identified at the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed.

**Shelter-in-Place** - Students take refuge in designated areas to protect from hazardous materials or severe weather. Entry or exit from the school will be controlled.

**Evacuation** - In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly area.

### HOW WILL I BE REUNITED WITH MY CHILD?

**Reunification** - Parents/guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the district's emergency notification system, the district website, or local TV. Students will be released ONLY to parents/guardians or other designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, military ID, Permanent Resident ID card, or passport. **Please remember to bring your ID with you, and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.** The reunification process can be time-consuming, so everyone is urged to be patient.



**Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communication to parents, guardians, and the community.**

**Please keep the Parent/Guardian Emergency Procedure Card below in your wallet or carry at all times.**

### DENVILLE TOWNSHIP SCHOOLS

#### Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

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**Names and numbers of my child's emergency contacts:**

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**Following an emergency:**

- Listen to and acknowledge your child's concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.
- Should you or your child have serious concerns in response to an emergency or crisis, you may contact the St. Clare's Hospital Psychiatric Emergency Crisis Unit at (973) 625-6150. Their 24-hour hotline is (973) 625-0280. The St. Clare's Children's Crisis Intervention Service (CCIS) Unit can be reached at 1-888-626-2111 or (973) 316-1945.



The Denville School District's mission is to engage, challenge and empower life long learners in an atmosphere of mutual respect and trust, where all students have the opportunity to become productive, knowledgeable and responsible citizens in a global society. They will achieve these goals in accordance with the New Jersey Core Curriculum content standards.

*This brochure was funded by the fiscal year 2007 Readiness & Emergency Management for Schools (REMS) Grant provided by the U.S. Department of Education's Office of Safe & Drug-Free Schools (OSDFS).*



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# DENVILLE TOWNSHIP SCHOOLS Emergency Information Guide for Parents & Guardians

