West Milford Township Board of Education,
West Milford Office of Emergency Management and
West Milford Police Department

A Guide to West Milford Township Public Schools' Emergency Plan

Dear Parent(s) and Guardian(s):

As Americans reflect on the lessons learned from school shootings across the country, communities like ours continue taking steps to ensure that school safety is maintained. The thought of an incident occurring in our schools due to fire, violent activity, or a natural disaster is indeed frightening. The Board of Education, Police Department, and Office of Emergency Management have invested significant time and energy in developing an effective emergency plan for the schools to address all types of hazards.

If an emergency should arise, the first priority will always be to get your children to a safe place out of harm's way. The very next priority will be to inform you, the parents, of what is happening.

It is with considerable community pride that we join together to protect the safety of our students, your children.

Sincerely,

Brian Kitchin, Ed.D.
Superintendent of Schools

Shannon Sommerville, Chief
West Milford Township Police Department

Michael Moscatello, OEM Coordinator/ Fire Marshall
West Milford Township Office of Emergency Management

Michael Weber, Deputy OEM Coordinator
West Milford Township Office of Emergency Management

Glenn Dowson, Fire Commissioner
West Milford Township Fire Prevention Bureau

Why Evacuate and Relocate or "Lockdown" a Building?

No matter where we live or where our children attend school, emergencies are a fact of life. Emergencies frequently occur without warning, so a successful reaction to emergency situations depends on a carefully designed emergency operations plan. The West Milford Office of Emergency Management, the West Milford Police Department, and your Board of Education have developed a plan to respond to a wide variety of emergency situations. The criteria for relocating and sheltering students, as well as the initiation of a "school lockdown," depend on several factors, including the degree of life hazard, the traumatic impact on students, weather conditions, and the condition of the school building. When any of these criteria indicate the need to relocate and shelter the students, the Emergency Operations Plan will be implemented.

Parents, Should…

- Remain calm. We realize that you will be concerned about your child's safety. We will make every effort to address your concerns. Panic and hysteria will only complicate the situation.
- Follow the instructions of police and emergency workers.
- Report to the emergency relocation site. At the emergency relocation site, you will receive timely, accurate information regarding the evacuation and relocation of your child. When deemed appropriate by emergency management personnel, you will be given instructions on how to reunite with your child.
- Understand that any relocation site is an area or building large enough to accommodate the student population and will not interfere with the emergency operations at the school. Each school principal has identified his/her relocation site.
- Realize that attendance will be taken following any school evacuation and that accountability checks, based on daily attendance records, will be made.

Parents, Should Not…

- Respond to the school or relocation site. This will only create confusion and hinder the efforts of emergency personnel.
- Call the Office of Emergency Management, the Police Department, or your child's school. These phone calls will likely cripple local communications and hinder emergency efforts.
- Try to contact your child by cell phone. This could lead to the passing on of possibly inaccurate information, causing unnecessary panic.

911 Emergency Plans

In addition to our Evacuation Plan, the West Milford Office of Emergency Management, the West Milford Police Department, and the West Milford Board of Education have jointly developed a 911 Emergency Plan for all schools in the district. The 911 Emergency Plan was developed to address a situation that would necessitate a school

to “lock down” the building. The plan is comprehensive in nature and outlines specific responsibilities for all emergency personnel and school officials.

The school district’s employees have been trained extensively regarding the 911 Emergency Plans. Additionally, all schools have participated in 911 emergency drills. It is anticipated that through their participation in 911 emergency drills, students will become as familiar with these procedures as they are with those for a fire drill.

Office of Emergency Management * www.westmilford.org
Public Safety - Office of Emergency Management * 973-728-2840 * 973-728-2829 * 973-728-2827

West Milford Police Department * www.westmilford.org
Public Safety – Police * 973-728-2802

West Milford Board of Education * www.wmtps.org * 973-697-1700
West Milford High School * 973-697-1701
Highlander Academy * 973-697-1708
Highlander Prep * 973-697-1709
Macopin Middle School * 973-697-1702
Apshawa School * 973-697-1703
Maple Road School * 973-697-1704
Marshall Hill School * 973-697-1705
Upper Greenwood Lake School * 973-697-1707