

# *River Edge Elementary Schools*

## **EMERGENCY SITUATION PLANNING INFORMATION**

September 2010

Dear Parents:

The threat of natural and man-made disasters causes the schools to constantly be aware of ensuring student safety and the role of the schools as a community emergency center. Fortunately, our most common “emergency” situations in the past have been delayed openings or early closings due to snowfall. Our goal for all emergencies is to be proactive in acquiring information, provide clear communication to the school community and, most of all, to provide a safe environment for the entire school population. Both delayed openings and early closings are addressed in this memo.

### **I. DELAYED OPENING**

We will determine early in the morning if weather conditions are unsafe for students, parents and teachers. If there is a probability that weather conditions will improve and roads are cleared, we will initially call for a delayed opening. Of course, if the weather remains inclement during the early morning hours, we will change the delayed opening to school closing for the day.

Tune in to the following radio and TV stations for information ... 1010 WINS, Fox 5/WNYW, WCBS and NJ 12 News. You may also access this information through our current website [www.riveredgeschools.org](http://www.riveredgeschools.org). We will also activate our *SwiftReach* calling system rather than a PTO phone chain to alert parents about school closings, delayed openings or early dismissals. It is imperative that we have current day and evening phone numbers for parents to successfully communicate this information.

The following guidelines will be in effect in the event of a 10:00 a.m. delayed opening:

- Parents are requested not to send children to school prior to 9:45 a.m. on a delayed opening day. Teachers are not expected to arrive earlier than 9:45 a.m.; therefore, supervision is not available until that time.
- Kindergarten classes will also begin at 10:00 a.m. (drop-off from 9:45 a.m. – 10:00 a.m.).
- All Kindergarten students will be dismissed at 2:40 p.m.

## II. EMERGENCY SCHOOL CLOSING DURING THE SCHOOL DAY

If we have an emergency early school closing, we will work closely with the River Edge Police to coordinate a safe dismissal. However, please do not call the local police for school closing information. It is critical to keep their phone lines open for emergencies.

The following list defines our procedures for an emergency school closing:

- In the event we need to close school during the day, for any reason, we will activate *SwiftReach* using daytime phone numbers provided by parents.
- In the event a parent cannot be reached, emergency contact individuals will be called.
- Walkers will be dismissed at 12:45 p.m. with instructions to proceed home without delay.
- Children who ride home with parents will wait at school, under teacher supervision, for their parents.
- Children who walk home with an adult will remain at school, under teacher supervision, until called for by that adult.

We ask you to take the responsibility to discuss the following emergency dismissal procedures with your child:

- Exact route your child will take walking home.
- Where your child will go in case you are not at home when they arrive.
- Where your child will go if they know you are not going to be at home.

Each year, it is imperative for us to collect up-to-date information in case we need to contact you due to emergency. Please complete and return the enclosed form to your child's school as soon as possible.

Also, note the importance of informing the school office of changes in home / work / cell phone numbers throughout the year. Having accurate information is critical.

Thank you for your cooperation.

Sincerely,

Dr. Tova Ben-Dov  
Superintendent of Schools

Please refer to the District's Emergency Situation Planning Information Notice on our website: [www.riveredgeschools.org](http://www.riveredgeschools.org)

EMERGENCY SITUATION PLANNING INFORMATION  
**2010 - 2011 School Year**

Name of Student: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

School Attended by Child: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

I want my child to : *(Please check one)*

\_\_\_\_\_ Return home by himself / herself

\_\_\_\_\_ Remain at school until called for by parent, neighbor or relative

If I am not at home, my child should go to the home of:

*(Parental designee to serve for illnesses and/or emergencies.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

PLEASE RETURN THIS FORM TO YOUR CHILD'S SCHOOL - IMMEDIATELY