

**OLD TAPPAN ELEMENTARY PUBLIC SCHOOLS
OLD TAPPAN, NEW JERSEY 07675**

SUBJECT: Emergency School Closing Procedures

September 6, 2011

Dear TBD Parents/Guardians:

School districts experience situations from time to time requiring an emergency closing and evacuation of a school building during the school day. These situations could result from a breakdown in the heating operation, a fire, sudden storm, or some other unanticipated cause.

In an attempt to ensure the safety and well-being of our students in these situations, the Board of Education has adopted Emergency School Building Evacuation Procedures. We are outlining for you below how the procedures would be implemented and request that parents read them and review them with their children.

1. The Old Tappan Police Department will be consulted and notified of the time of the emergency closing.
2. As soon as a decision is made to close the school and/or evacuate it, the *SwiftReach* emergency notification system will be implemented. To the degree possible, calls will be made to parents' place(s) of business as well as emergency contact designees to advise them of the emergency closing. (Whenever possible, the time for the emergency closing will be consistent with the one session day dismissal time of 12:30 p.m.). **Parents who have provided an email address will also be notified electronically.**
3. No child will be dismissed on his/her own (without parent contact) on such an emergency closing unless the school has written approval from the parent to do so.
4. If school office is unsuccessful in contacting the parent, the child will be held at the school or taken to the other school building (from Charles DeWolf Middle School to T. Baldwin Demarest Elementary School; from T. Baldwin Demarest Elementary School to Charles DeWolf Middle School) under teacher/administrator supervision if the other building is to remain open. In the event that both schools are closed, students will be taken to another specified area with the assistance and advice of the Old Tappan Police Department.
5. Children will be held at their building or at the other building (#4 above) until the parent may pick up the child or until the regular dismissal time for the day.

Included with important information sent home on your child's first day of school is a letter about the Emergency Information Verification Form. Please review that letter, and make any necessary corrections on the Emergency Information Verification Form in neat, legible print. Please be certain to include updated e-mail addresses. The Emergency Information Verification Form must be returned to your child's school.

We appreciate your help and cooperation. If there are any questions regarding these procedures, please call the school office.

Sincerely,

William M. Ward, Ed.D.
Superintendent of Schools