

OLD TAPPAN PUBLIC SCHOOLS
277 Old Tappan Road
Old Tappan, NJ 07675
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Jeffrey P. Feifer, Ed.D.
Superintendent

Dear Parents/Guardians:

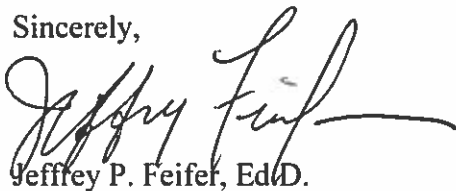
School districts experience situations from time to time requiring an emergency closing and evacuation of a school building during the school day. These situations could result from a breakdown in the heating operation, a fire, a sudden storm, or some other unanticipated cause.

In an attempt to most adequately assure 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 Honeywell Instant Alert system will be activated, providing parents with the relevant information regarding the time of the school closing. (Please make certain to set your notification parameters in a manner that will allow you to receive all relevant information in a timely fashion.) Whenever possible, the time for the emergency closing will be consistent with one-session day dismissal (12:30 p.m.). Parents who have provided an email address will also be notified via a district email blast, assuming we have access to the Internet.
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. In the event parents are unable to pick up children following an emergency closing and/or evacuation of a school building, 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 (see #4 above) where the parent may pick up the child or until the regular dismissal time for the day.

We appreciate the assistance and cooperation of parents in allowing for an orderly dismissal of students should we need to enact emergency closing procedures. If there are any questions regarding these procedures, please call the school office.

Sincerely,



Jeffrey P. Feifer, Ed.D.
Superintendent of Schools