

RUTGERS DAY SCHOOL SECURITY DRILL INFORMATION

Dear Parents/Guardians:

New Jersey Statute (18A:41-1) requires schools to have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs. The intent of these drills is to assure predictable response in the event of an actual emergency, identify problems and weaknesses in plans and procedures, and for staff and students to practice and experience what is expected of them during an emergency.

The purpose of this letter is to inform you that during the course of this school year and extended school year, Rutgers Day School will have 12 security drills. These drills will be held in addition to our monthly fire drills.

The required security drills will include Lockdown, Evacuation, Bomb Threat, and Active Shooter drills. While the statute identifies both required and additional drills, such as Shelter-In-Place, Alternate Location, Paging Systems and Communication drills, some of the drills do not have to include students and may be done as simulated activities with staff. As appropriate, drills will include pre-drill and debriefing components for staff and students. In addition, we are required by N.J.A.C. (6A:27-11.2) to conduct School Bus Emergency Evacuation Drills twice a year so we will be incorporating these drills into our school year in the fall and the spring.

FIRE DRILLS

Rutgers Day School will conduct a “fire drill” each month that school is in session. This is a Fire Code requirement as well as a requirement for all New Jersey public schools.

We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

LOCKDOWN DRILLS

A Lockdown Drill will occur periodically throughout each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep everyone safe from any danger outside or inside the building, especially if it is more dangerous to evacuate or move to a shelter-in-place.

EVACUATION DRILLS

During an Evacuation Drill students will be safely escorted along a designated evacuation route to one of our pre-determined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.

SHELTER-IN-PLACE DRILLS

Shelter-in-Place drills will be conducted each school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or hazardous material spill.

BUS EVACUATION DRILLS

Bus drills will be conducted twice a year, once in the fall and once in the spring. The purpose of this drill is to have the bus driver and each student know exactly what to do in case of an emergency. Emergencies may occur because of fires or accidents, and in every instance the school bus driver will give the evacuation instructions.

It is our hope that consistent training and practice will help everyone to recognize and respond to various security concerns. As always, our goal is the safety and security of all our students and staff! Thank you for your continued cooperation.

Sincerely,

Kimberly Baltrop, M.A.
Principal