

RUTGERS DAY SCHOOL SECURITY DRILL INFORMATION

Dear Parents/Guardians:

The safety and well-being of our students and staff remain our highest priorities. New Jersey law (N.J.S.A. 18A:41-1) requires all schools to conduct at least one fire drill and one school security drill each month that school is in session, including summer months when instructional programs are operating.

The purpose of these drills is to help students and staff practice emergency procedures, ensure a timely and organized response during an emergency, and identify opportunities to improve our safety plans.

During the school year and the Extended School Year (ESY) program, Rutgers Day School will conduct monthly security drills in addition to our monthly fire drills. Security drills may include:

- Lockdown Drills (including drills that meet the state's active shooter drill requirements)
- Non-Fire Evacuation
- Bomb Threat
- Shelter-in-Place
- Relocation to an Alternate Site
- Communication and Notification System Testing
- Other emergency preparedness activities as appropriate

Some drills may involve students, while others may be conducted as staff-only exercises or simulations. Whenever appropriate, students and staff will receive age-appropriate information before a drill and an opportunity to discuss the experience afterward. In addition, New Jersey Administrative Code (**N.J.A.C. 6A:27-11.2**) requires schools to conduct school bus emergency evacuation drills at least twice each school year. These drills are typically held once during the fall and once during the spring.

Fire Drills

Rutgers Day School conducts a fire drill every month that school is in session. Fire drills help students and staff practice safely and efficiently exiting the building in the event of a fire or other emergency requiring evacuation. Regular practice helps ensure that everyone understands the procedures and knows what to do if an actual emergency occurs.

Lockdown Drills / Active Shooter Response Drills

Lockdown drills will be conducted periodically throughout the school year. During a lockdown drill, students, staff, and visitors move to a secure location within the building, doors are locked, and movement throughout the school is restricted. The purpose of these

drills is to practice procedures to be used in the event of a potential threat inside or outside the building.

Although New Jersey requires schools to conduct security drills that include practicing responses to active shooter situations, Rutgers Day School conducts these activities using our lockdown procedures and refers to them as Lockdown Drills. Our approach is designed to promote preparedness while remaining age-appropriate, supportive, and sensitive to the emotional needs of our students. All drills are conducted in accordance with state requirements and school safety protocols

Non-Fire Evacuation Drills

During a non-fire evacuation drill, students and staff are directed to leave the building using designated evacuation routes and proceed to a predetermined safe location. Once the drill is complete, everyone returns to the school in an orderly manner.

Shelter-in-Place Drills

Shelter-in-place drills prepare students and staff to remain safely inside the building when conditions outside or in the hallways may be unsafe. Examples may include severe weather, environmental hazards, or other situations that make it safer to remain indoors or inside a program room.

School Bus Evacuation Drills

School bus evacuation drills are conducted twice each year. These drills teach students how to safely and quickly exit a school bus during an emergency. Bus drivers and staff review evacuation procedures and provide students with practice so they know what to do should an emergency occur while riding the bus.

Rutgers Day School is committed to maintaining a safe and secure learning environment. Through ongoing training, drills, and collaboration with emergency responders, we strive to ensure that students and staff are prepared to respond appropriately in the event of an emergency.

Thank you for your continued support and partnership in keeping our school community safe.

Sincerely,

Kimberly Baltrop, M.A.
Principal