

LITTLE FALLS TOWNSHIP PUBLIC SCHOOLS

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Bruce deLyon, Ed.D.
Superintendent

Office of the Superintendent

September 2010

Dear Parents:

In light of recent world events, we recognize the concern that parents and guardians are feeling about the well being of their children. The Little Falls Township Public Schools have always worked diligently to maintain a safe and secure environment for both our students and staff. We continue to work closely with our public safety officials at the local and county levels, following guidelines provided by our state and federal agencies, including the Department of Homeland Security, the Federal Emergency Management Agency, and the Red Cross, in order to augment our level of preparedness.

We recognize that emergency preparedness is a process that requires our continual review and readjustment; we wish to reassure you that we have maintained an ongoing discussion and planning, in collaboration with our public safety officials to continually adjust and refine our School Emergency Plan to include a variety of possible contingencies. Recognizing this, we give you our commitment to work diligently to maintain the safest possible environment for your children.

Understandably, we cannot anticipate every possible scenario to which we may have to respond; however, we expect that in response to any major emergency, we would follow one of several options, as recommended by the Department of Homeland Securities. Please read the following descriptions of the main options carefully.

- **Facility Shut-Down:** This would pertain to the closing of school, and would be accomplished using the existing procedures.
 - **Close schools before opening** – The procedures in place would be followed: Posting on the School District Website (www.lfnjschools.org) PTA phone chain, notice on PTV, and radio announcement on WINS 1010.
 - **Close schools while in session** – The established emergency closing procedure will be implemented, through the PTA phone chain, as well as PTV.

PLEASE NOTE:

1. **Students will not be released unless there is reasonable assurance that they will be in the custody of legally designated adults. For this reason, it is essential that we have current and accurate**

contact names, phone numbers, and designated adults to whom your child(ren) may be released in your absence.

- **Shelter in Place:** In the event that authorities direct us to remain in the building, students and staff will remain in the school building, following our procedures for shelter in place. We will remain within the secure buildings until further instruction from the authorities.

Please note that in the event of a shelter-in-place situation, our doors will remain locked. **NO ONE WILL BE ALLOWED IN OR OUT.** Students would only be released after clearance has been received from law enforcement or emergency management officials. The collective safety of students and staff is of the utmost importance.

IMPORTANT:

1. **If your child requires medication beyond that which is dispensed in our typical school day, please contact the school nurse, and consider the importance of obtaining and providing additional medication to the school health office, following the required procedures.**
- **Evacuation/Transfer to Alternative Location:** If directed to leave the school building, each school has alternative locations to which the students will be escorted. In the event of an order of full evacuation to another building, the school nurses will move first aid supplies and medications, and staff will be assigned to supervise students in assigned areas until released. Please note the alternate sites that may be used in the event that a relocation of students may need to occur:

School #1: Second Reformed Church, LF Civic Center, First Reformed Church, LF Public Library

School # 2: Passaic Valley High School/Sacred Heart Church

School # 3: Holy Angels Church/ Singac Fire Station

At times like these, the cooperative efforts of educators, parents, and public safety officials are essential to maintaining the safety of our most precious commodity: our children. We need to remain vigilant, and tackle some difficult issues together, while simultaneously providing our children the sense of safety and confidence they deserve. Please be aware that, should your children express heightened fear or anxiety, our crisis team professionals remain available for consultation, counseling and advice. You may request assistance from the crisis team by contacting any one of the administrators listed on the letterhead above.

Further, we wish to share available resources with you, which may provide pertinent information relative to home emergency planning. The following agencies offer helpful suggestions on their websites:

Department of Homeland Securities:	www.dhs.gov
The Red Cross:	www.redcross.org
Federal Emergency Management Agency:	www.fema.gov
Passaic County Sheriff's Department	www.pcsheriff.org

We will notify you of additional information as appropriate. We thank you for your ongoing support and cooperation.

Sincerely yours,
District Administrators,

Dr. Bruce deLyon
Superintendent of Schools

Mr. Michael Ryan
Principal, School #2

Mrs. Toni-Anne Walsh-Batty
Interim Principal, School #1

Mrs. Wendy McNeill
Director of Special Services

Update 8/10