



Hope Township School

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“Be the Leader that You Would Want to Follow”

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Dear Parents/Guardians,

We continue to keep school safety as one of our highest priorities. Our partnership with the NJSP (New Jersey State Police) has assisted us in upgrading our building and providing quality training programs for our staff. In addition, your help is also important to our safety and security efforts. As a parent, you can encourage conversations at home about your child's school day and remind your child how important it is to never open an exterior door to anyone (even if they are familiar with that child or adult). Each person seeking to enter the school must be directed to the front of the building so they can be signed in through the main office.

The Warren County Prosecutor's Office has encouraged schools to host unannounced emergency drills in order to conduct the drill in as close to the actual situation as possible. We are required by law, to hold one emergency drill and one fire drill each month. The drills are not meant to frighten the children, but to assist them in learning the procedures so they become part of a normal routine. At times, the NJSP partners with us during these drills. Please do not be alarmed if your children tell you they saw troopers in the building, as they visit frequently to check our security procedures and familiarize themselves with our school community.

We review these procedures on an ongoing basis at school, but please review and discuss these procedures with your children at home as well. If your children are feeling anxious about the drills it is best to discuss the procedures in advance. This will help them feel confident about what to do and have the opportunity to ask you questions. The types of emergency drills we perform are:

Fire: Students follow the directions of the teacher to evacuate the building and report to their safe spot outside.

Shelter in place: Students immediately return to their classrooms and remain there with the door closed and locked until an announcement is made. Teachers may contact the main office at any time and are encouraged to continue on with their classroom instruction.

Lockdown or an active shooter: Students immediately seek shelter in the nearest open room. The door is to be closed and locked and all shades are to be drawn. Students are to sit quietly in the area of the room that has been established to be the safest location of that particular classroom and wait for an administrator and/or a law enforcement officer to release them from the drill.

Non-fire evacuation: Students are to evacuate the building using the exit routes outlined for fire drills and walk to a confidential location. If students are in the hallway during the drill they are to join the nearest class and exit the building with that staff member. Attendance is taken and any students separated from their classes are reunited once the evacuation site is reached.

Bomb threat drill: Based on the information gathered, unique to any threat situation, one of the above mentioned procedures will be followed.

Sincerely,

Kevin Newman