



BERGEN COUNTY TECHNICAL SCHOOLS/SPECIAL SERVICES

District Administrative Office

540 Farview Avenue, Paramus, New Jersey 07652 • Tel. (201) 343-6000

September, 2018

Dear Parent/Guardian:

As a District, we are committed to being proactive in doing everything possible to protect our students and staff. Over the years, experience tells us that students rely and find comfort in adults who can protect them during emergencies. Therefore, we focus on prevention, preparedness, responding, and recovery as necessary key elements for crisis planning. Safety has evolved into being a multifaceted District initiative involving continuous communication and effective partnerships with law enforcement, administration, staff, students, and parents.

During the 2017-18 school year, State Law P.L. 2017 c.162 required every Superintendent to designate an administrator as their School Safety Specialist. As the District's designee, I attended the School Safety Specialist Academy's training sponsored by the NJ DOE Office of School Preparedness and Emergency Planning during the summer. My responsibilities include supervising and providing necessary training and oversight for all school safety and serving as a liaison to national, state and community agencies. The recommended Best Practices have been integrated into our schools' security procedures and protocols to strengthen school security. Additionally, below you will find a synopsis of some of our existing safeguards.

We have a comprehensive School Emergency Planning Guide in place and rigorously train staff to handle various emergency situations. On November 1, 2010, as per N.J.S. 18A: 41-1, every school is required to conduct one fire drill and one security drill each month within the school hours including any summer months during which school is open for instructional programs. Students and staff practice and experience what is expected of them during these security drills. Law Enforcement always plays an integral part in our drills and keeping our students safe. During the academic year, schools are required to:

- conduct a minimum of two of the following Security Drills: Active Shooter; Bomb Threat; Evacuation; and Lockdown
- other types of Security Drills practiced are Shelter in Place; Testing of the Schools' Notification System and Procedures; Tabletop Exercises; and Reverse Evacuations
- perform two School Bus Emergency Evacuation Drills as per New Jersey Administrative Code (NJAC 6A:27-11.2).

Our current Memorandum of Agreement between the District and law enforcement ensures a cooperative and positive working relationship. We maintain a strong partnership with the Bergen County Prosecutor's Office and Sheriff's Office, County Fire Marshall, Office of Emergency Management, EMS, and Bergen County Association of School Security Professionals. Together we have collaborated on the following:

- updating security procedures for drilling and responding to emergency situations
- facilitating District Safety/Security Meetings with campus administration, the Athletic Director, Adult School, Sheriff's Office and SROs, Day Care Center, Operations, OEM, Technology, and Transportation
- trainings for administration, faculty, bus drivers, and maintenance/custodial on Stop the Bleed with EMS and fire extinguisher training with the County Fire Marshal
- updating visitors' policy and use of campus internal and external digital cameras
- recognizing and addressing the social/emotional needs of students

As parents, you play an essential role in promoting school safety by following procedures. We realize open communication is critical to the safety and well-being of our community.

Should there be an emergency situation, law enforcement mandates that you do not go to your child's school. The District will immediately notify you through text, email and phone. Therefore, make sure your contact information is always updated and accurate in your child/children's school.

Be assured that the safety of your children continues to be our priority. We want them to feel safe in a school community where they are respected, trusted and connected to the school community. In this day and age, we all play a vital role in school safety. We encourage you to please talk to your children about safety/security issues at home and in school. Please reinforce to your children the importance of "if they see or hear something, they need to say something" to a parent/guardian, administrator or school staff.

If you have any questions or concerns, please feel free to contact me via email at patcos@bergen.org. Thank you for your support and cooperation in keeping your children safe.

Sincerely,

Patricia Cosgrove

Patricia Cosgrove
District Supervisor