

September 2009

Note: Please keep this letter in a prominent place for quick reference.

Dear Parents:

We would like to take this opportunity to share with you a brief description of the school district's "Emergency Plan" recently revised and reviewed at all of our schools. Although for reasons of security we believe it best not to share specific details of the plan, we would like to provide you with a few essential features. Please be aware that this plan was developed after many months of research and in consultation with the Tenafly Police Department.

The plan includes safety procedures for staff and students to follow depending upon the nature of the emergency at hand. A copy of the plan has been distributed to and reviewed with each staff member. Each school has an Emergency Team responsible for oversight should an emergency occur. All instructional rooms are equipped with an emergency kit and all staff members have copies of their own plan.

Please be assured that we have done our utmost to ensure your child(ren)'s safety. The Tenafly Police Department tells us that our plan is among the best crisis response plans in existence at the State and/or National level. Should an emergency occur, information as to a specific area for parents to gather would be designated at that time.

The exact location to gather will depend upon circumstances of the particular emergency. If, **and only if**, circumstances allow you to go to your child's school, we ask that you report to the parent information center designated by your principal as follows: Mackay---All Purpose Room; Maugham ---All Purpose Room; Smith---All Purpose Room; Stillman---All Purpose Room; Middle School---Cafeteria; and High School---Cafeteria.

Go to the school **only** if the police allow. Otherwise check the website (www.tenafly.k12.nj.us) for a designated location to meet with school administrators and police. Should the emergency require a school to **lockdown** to protect the children, please go to the district's website to obtain updated information.

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In case of **evacuation**, please report to:

SCHOOL	FIRST SITE	ALTERNATE SITE
Mackay	Middle School	High School
Maugham	Presbyterian Church – (Magnolia Avenue)	Church of the Atonement – (Highwood Avenue)
Smith	African Mission – (Bliss Avenue)	Temple Sinai – (Engle Street)
Stillman	Englewood Assembly of God – (W. Ivy Lane)	Temple Sinai – (Engle Street)
Middle School	Tenaflly High School	Mackay School
High School	Tenaflly Middle School	Municipal Building

Principals will refer you to alternate sites if necessary.

Practice lockdown and practice evacuation drills will be held in the fall and the spring. Some, but not all, drills will be announced in advance. Teachers will prepare students accordingly and in an age-appropriate manner.

Keep in mind that should an emergency occur, the Superintendent is the official spokesperson for the district.

Thank you for your cooperation. Please call your principal if you have any further questions regarding this matter.

Sincerely yours,

Lynn Trager
Assistant Superintendent

LT/md

C: Dr. E. Westlake
Dr. Kontogiannis
Mr. Hughes
Mr. Fabbo

Dr. Ben-Dov
Mr. Kaplicer
Ms. Laudicina
FYI: Ms. Francisco
Mr. Benenati

FYI: Mr. Cory
Ms. Bembridge
Dr. Powell
Ms. Paz
Ms. Delouvrier
Ms. D'Adolf