



## NEW PROVIDENCE SCHOOL DISTRICT

**DAVID M. MICELI, Ed.D.**  
Superintendent of Schools  
908-464-9050 (ext. 225)

**JAMES E. TESTA**  
School Business Administrator/  
Board Secretary  
908-464-9050 (ext. 223)

**SCOTT D. HOUGH**  
Assistant Superintendent of  
Educational Services  
908-464-9050 (ext. 222)

**JOHN M. RICHTER, JR.**  
Director of Curriculum,  
Instruction, and Supervision  
908-464-9050 (ext. 221)

356 ELKWOOD AVENUE • NEW PROVIDENCE, NJ 07974 • FAX (908) 464-9041 • [www.npsd.k12.nj.us](http://www.npsd.k12.nj.us)

September 14, 2018

Dear Parents/Guardians:

The New Providence School District is dedicated to providing a safe environment for our students. In cooperation with the New Providence Police Department and the New Providence Emergency Management team, an extensive and detailed crisis management plan has been developed for each of our schools. Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

As concerned partners in your child's safety and well being, we hope that we are never faced with a serious incident. However, in the event of such an occurrence, I am confident that the school district's Emergency Management team has provided for the highest level of safety possible for the children while they are in our care.

Currently, multiple types of emergency management procedures are practiced with the students and staff in the New Providence School District on a monthly basis. Depending on the nature of the occurrence, an emergency management procedure will be put into effect. Please note that we are reviewing our plans on an annual basis, and therefore, make changes accordingly.

Students will be released in accordance with district policy #8601: *Student Supervision After School Dismissal*, and the information you provided on InfoSnap. Dismissal procedures for each school are posted on the district website--[www.npsd.k12.nj.us/closings](http://www.npsd.k12.nj.us/closings). During an extreme emergency, students may be released at alternate sites. These locations will be communicated to you via the Emergency Telephone Calling System. You may also check the district website as well as NPTV for continual updates.

Parents should be patient and understanding with the student release process. The decision to keep students at school will be based upon whether or not it is safe to release them for transport, pick-up, or walking home safely. Please instruct your child(ren) to remain with school personnel until you, or your designee arrives. All students who are not typically picked up by a parent/guardian will remain with school personnel until dismissed. Please note that the emergency actions the New Providence School District may take are dependent on the situation.

Attached are some guidelines for parents, which we urge you to keep readily available in the event of an emergency. Your cooperation in following these will help insure the safety of all our children.

If we have a major disaster during school hours, your child(ren) will be cared for at school. Your cooperation is necessary in any emergency for both the safety of students and staff and the expedient reunification with your child. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

A handwritten signature in black ink that reads "David M. Miceli, Ed. D." The signature is written in a cursive style with a large initial 'D'.

David M. Miceli, Ed. D.  
Superintendent of Schools

# New Providence School District

## GUIDELINES IN THE EVENT OF AN EMERGENCY

Parents/guardians can help manage a crisis situation by following these guidelines:

1. Do not telephone the school. Telephone lines must remain open for emergency communication.
2. Do not attempt to call your child via cell phone. In the event of a bomb threat, cell phone use is strictly prohibited as a precautionary measure in the event that an actual explosive device exists.
3. **Do not go to the school, or evacuation site, until notified to do so, as this will impede the ability of our Emergency Services personnel to respond to the situation.**
4. In the event of a serious emergency, students will be kept at their schools, or evacuated to an alternate site. Students will be released in accordance with the information you have provided on InfoSnap. This information must be updated by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known by your child.
  - He/she is both aware and able to assume this responsibility.
5. Should an emergency situation occur, all parents/guardians will be notified as soon as possible via the Emergency Telephone Calling System and through the district App. You may also check the district website [www.npsd.k12.nj.us](http://www.npsd.k12.nj.us) as well as NPTV.
6. If your child requires daily medication, or emergency medication for allergic reactions or asthma, please provide the school nurse with a two or three day supply. Be sure the medication has not expired. Replace it as required.
7. Impress upon your children the need for them to follow directions of any school personnel in times of an emergency.

*—Please Keep Handy For Future Reference—*