



Warren Township Schools

Shining Brighter Every Day

August 22, 2017

Dear Warren Township Schools community,

Welcome to the 2017-18 school year!

This summer has seen a flurry of activity throughout the district with teachers working on revisions to curricula, custodial and maintenance staff members tending to our buildings and grounds, the installation of pilot active learning space classrooms in all five schools, and myriad other projects.

As we begin another great year together, it is important to remember that the mission of the Warren Township School District is to provide, through a safe, nurturing yet challenging environment, all students with an outstanding education that engages students and fosters academic excellence, healthy social and emotional development, and a lifelong passion for learning.

Part of this mission is to ensure that each student learns in an environment that is physically and emotionally safe for students and adults.

As a result of an extensive safety and security study and several years of work, there are two important enhancements to our safety procedures this year:

- New procedures for visitor entry to school
- Implementation of a countywide “Standard Response Protocol” for crisis management

Visitor Entry

Visitor access to our schools is governed by [Warren Township Board of Education Policy #1250](#).

Effective visitor management is essential to maintaining safe school environments. With this in mind, we will be using the Eyemetric TPASS Visitor Management System to manage new entry procedures for visitors wishing to enter our schools during regular school hours.

The visitor management system processes information that will be used to check a visitor’s background against Sex Offender registries and school databases to determine if the visitor should be permitted entry into the school building. Once approved, a badge will be printed which includes the visitor’s name and photo, the current date, and the location of the visit. Visitors **must** wear these badges while on school property. There are no exceptions to this policy. The visitor management system allows us to track visitors who will be moving about in our buildings and take additional measures to ensure school safety and security.

In order to enter a school during school hours, visitors will need to:

- Ring the bell at the main entrance;
- Respond to questions posed by school staff members via the intercom system;
- Scan a state-issued identification (such as a driver’s license) or United States passport in the outdoor scanner;
- Wait to be cleared and buzzed into the building;
- Report to the main office to complete the registration process and receive a printed visitor badge;
- Wear the badge prominently throughout the visit;
- Return the badge to the office upon completion of the visit; and
- Exit through the main entrance.

Parents, guardians and designated emergency contacts are encouraged to “pre-enroll” into the visitor management system during the days before students are back to school according to the schedule below. ***You may pre-enroll at any school in the district. Please select the day and time that is most convenient to your schedule.*** The process will include the taking of a photograph to complete your record and should be completed in approximately five minutes. If you are unable to pre-enroll during the week of August 28, you will have the opportunity to register in the system during the school year at your child’s school.

Please bring your State issued identification or United States passport to pre-enroll. Pre-enrollment will speed the process once the school year begins. Please note that the buildings will not be open for parents and students at this time. Only the main office will be accessible for the pre-enrollment process.

Angelo L. Tomaso School	Monday, August 28 8:30-11:30am
Central School	Monday, August 28 12-3pm
Mt. Horeb School	Tuesday, August 29 8:30-11:30am
Woodland School	Tuesday, August 29 12-3pm
Warren Middle School	Wednesday, August 30 9-11am and 1-3pm Thursday, August 31 9-11am and 1-3pm

I am confident that this change in our visitor policy and practices will increase the safety of our students and staff members, however, I also understand that there will be substantial change in current school entry routines for our parents and community members as they register for the first time and while our school office staff members learn the system. Please consider giving

yourself a few extra minutes if you need to enter a building during school hours during the first few weeks of the year and know that any delay you experience is a reflection of our efforts to ensure the safest learning environment possible.

Standard Response Protocol (SRP)

Under the direction of Somerset County Prosecutor Michael H. Robertson, all school districts are shifting to a common process and language for emergency management. While the changes are minor to our day-to-day practices, this shift brings all schools and police departments in Somerset County into one common system so first responders can apply one set of norms and routines to all schools and districts in the event they are called upon in an emergency.

Attached to this letter you will find a one-sheet overview of what the SRP looks like in a school. Students and staff members will be trained and our schools will drill these actions over the course of the school year just like we have already been doing. You are being provided this basic overview so that you are aware of the terminology your children may use in conversations about fire drills and other emergency drills that take place throughout the year.

Thank you for your cooperation and support as we work to provide the safest possible learning environment for our students and staff.

Respectfully,

Matthew A. Mingle

Matthew A. Mingle
Superintendent



STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveuguy.org>



LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students