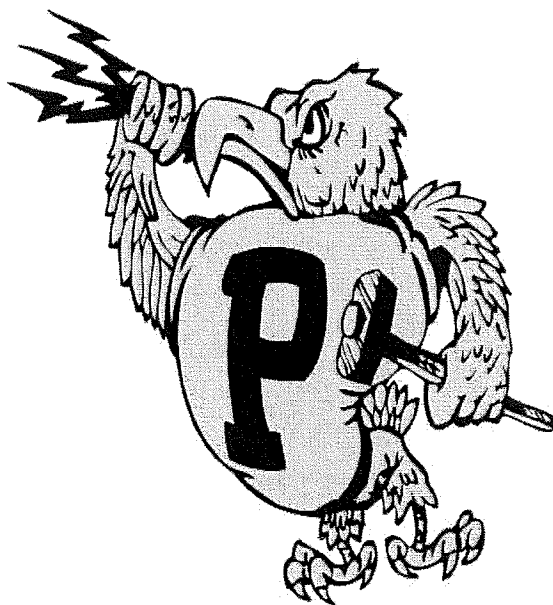


**CENTRAL PARK SCHOOL**  
**CRISIS MANAGEMENT MANUAL**

**2017 – 2018**



## **TABLE OF CONTENTS**

<b>Drill Schedule.....</b>	<b>Page 3</b>
<b>Emergency/Crisis Folder For Classroom.....</b>	<b>Page 4</b>
<b>Crisis Plan.....</b>	<b>Page 5</b>
<b>Quick Reference Guide.....</b>	<b>Page 8</b>
<b>Non-Fire Evacuation, Bomb Threat, Active Shooter Instructions.....</b>	<b>Page 10</b>
<b>Student Reunification Plan.....</b>	<b>Page 11</b>
<b>Power Outage.....</b>	<b>Page 15</b>
<b>Fire Drill.....</b>	<b>Page 16</b>

**School Crisis Drill Schedule for 2017-2018 School Year**

<b><u>Month</u></b>	<b><u>Date of Drill</u></b>	<b><u>Type of Drill</u></b>
September	21 <sup>st</sup> @ 1:00 pm	Evacuation (#1)
October	3 <sup>rd</sup> @ 1:30 pm	Bomb Threat (#1)
November	2 <sup>nd</sup> @ 9:00 am	Lockdown (#1)
December	TBD	Table Top (#1)
January	17 <sup>th</sup> @ 1:00 pm	Active Shooter (#1)
February	9 <sup>th</sup> @ 2:00 pm	Lockdown (#2)
March	13 <sup>th</sup> @ 1:30 pm	Active Shooter (#2)
April	18 <sup>th</sup> @ 10:00 am	Evacuation (#2)
May	24 <sup>th</sup> @ 9:30 am	Bomb Threat (#2)
June	TBD	Table Top (#2)

\*Tentative dates

**Fire Drill Schedule for 2017-2018 School Year**

<b><u>Month</u></b>	<b><u>Date of Drill</u></b>	<b><u>Fire Drill</u></b>
September	14 <sup>th</sup> @ 9:00 am	Fire Drill
October	19 <sup>th</sup> @ 9:30 am	Fire Drill
November	7 <sup>th</sup> @ 10:00 am	Fire Drill
December	12 <sup>th</sup> @ 10:15 am	Fire Drill
January	19 <sup>th</sup> @ 1:15 pm	Fire Drill
February	22 <sup>nd</sup> @ 1:30 pm	Fire Drill
March	7 <sup>th</sup> @ 1:45 pm	Fire Drill
April	20 <sup>th</sup> @ 10:00 am	Fire Drill
May	22 <sup>nd</sup> @ 10:30 am	Fire Drill
June	5 <sup>th</sup> @ 9:30 am	Fire Drill

\*Tentative dates



## **EMERGENCY/CRISIS FOLDER FOR CLASSROOM**



### **PROTOCOLS**

#### **Purpose of Emergency/Crisis Folder**

- ❖ Provide current and accessible school crisis plans for pupil and staff safety
- ❖ Room cards provide notification to police and firefighters of safety measures or precautions that need to be taken
- ❖ Secure student medical information in case of an emergency
- ❖ Provide subs with accurate information when regular teacher is out
- ❖ School wide consistency of safety procedures

#### **Contents of Red Folder**

- ✓ Copy of School Crisis Plan
- ✓ Quick Reference Guide for Lock Down Procedures
- ✓ Map of School
- ✓ Reunification Plan
- ✓ Student Emergency Medical Information
- ✓ Current class list
- ✓ Description of where sub plans can be located
- ✓ Extra Room Key

#### **Teacher Responsibilities**

- ❖ Teachers must make sure that all of the contents are in the red folder and are up to date every year.
- ❖ The red folder must be mounted under the teacher's desk on the right inner side.
- ❖ In case of an emergency/crisis teachers must follow the procedures stated in the crisis plan.
- ❖ Include location and description of emergency/crisis folder in sub plans.
- ❖ Please notify main office of any missing components of folder.

**Central Park School**  
**CRISIS PLAN**

**(An alarm has been activated – remain calm).**

**STAGE 1** (The time between the event occurs and assistance being summoned).

- Upon learning of a crisis or emergency situation, the Principal is to be informed immediately.
  - ❖ In his/her absence, the secretary/nurse will contact another administrator according to the chain of command.
- Avoid panic. Get to a telephone or a wall phone and request **IMMEDIATE ASSISTANCE & EXPLAIN THE SITUATION**. The key word is **IMMEDIATE**.
- As soon as possible, the principal or his designee will notify the Superintendent of the situation and the response underway.
- A call is to be placed to 911 by (in order of succession): Principal or principal's designee. The call should originate from the Principal's Office with alternate sites being the nurse's office or main office. Make the following statement to the 911 dispatcher – "**We have an emergency situation at Central Park Elementary School and need IMMEDIATE police assistance.**" Remain on the line with the dispatcher. Questions will be asked which should be answered with fact, not speculation. Until the police take command of the situation, it is imperative that the caller remain on the line, or at minimum the phone line stay open.
- The Principal, or the highest ranking person in the succession order, will make the announcement:
  - FOR A SHELTER IN PLACE - "**FACULTY & STAFF: AT THIS TIME WE WILL NOW GO INTO SHELTER IN PLACE.**"
  - REFER TO QUICK REFERENCE GUIDE
    - ✓ Teachers are to close and lock their doors, pulling any student proximate in the hall into their classroom, as well as any student that or staff that presents themselves at the classroom/office door during the situation.
    - ✓ **SHUT WINDOWS/PULL BLINDS**
    - ✓ **ATTENDANCE:** Email a list of missing students from regular class roster and any student who is being housed and not assigned to regular class roll. This email must be sent to the following designated email address (**Ldown-cp@pv-eagles.org**) – or called into ext. 7700 or 7726, within 5 minutes of initial shelter in place. If this can be done safely.
    - ✓ **KEEP LIGHTS ON AND PROCEED WITH DAILY LESSON, UNLESS, INSTRUCTED TO DO OTHERWISE.**
    - ✓ **No student is to leave class for any reason.**
    - ✓ No one is to leave class for any reason.
    - ✓ In the event of the fire alarm sounding – wait to receive evacuation instructions.
    - ✓ Do not use the phones other than to convey factual information regarding the emergency to the office. In those cases be direct, terse, and accurate, **DO NOT**

### **SPECULATE OR CONVEY RUMOR.**

- ✓ As soon as possible, the Cafeteria Personnel (x7727) and District Office are to be notified.
- **FOR A LOCKDOWN SITUATION** – “**LOCKDOWN, LOCKDOWN, LOCKDOWN!**”
- **REFER TO QUICK REFERENCE GUIDE**
  - ✓ Teachers are to close and lock their doors, pulling any student proximate in the hall into their classroom.
  - ✓ **TURN OFF LIGHTS**
  - ✓ **SHUT WINDOWS/PULL BLINDS** (If it can be done safely)
  - ✓ **Students should be seated on the floor in the least visible location. (IF IT CAN BE DONE SAFELY)**
  - ✓ **No one is to leave the class for any reason.**
  - ✓ **In the event of the fire alarm sounding – wait to receive evacuation instructions.**
  - ✓ So not use the phones other than to convey factual information regarding the emergency to the office. In those cases be direct, terse, and accurate, **DO NOT SPECULATE OR CONVEY RUMOR.**
  - ✓ All faculty not assigned to students should remain in the nearest safe place.

### **STAGE TWO** (interval between lock down and Police or Emergency Management command)

- The Principal meets with the first responders order of succession here is secretary/nurse.
- Principal's designee coordinates resources in the Main Office, or alternate location if necessary and if not otherwise assigned. Order of succession here is Principal or Principal's designee.
- Police Command Center: (school nurse/secretary assists police in setting up)
- A location for the media: District Office Conference Room 1. (Director of Curriculum or Superintendent's designee assists media)
- Once the nature of the emergency is determined, it is to be conveyed to the 911 dispatcher, who will relay the situation to the authorities.
- Localize the emergency. Those in charge of a particular location are to keep the situation located where it occurred, and prohibit any others from getting close to the event. (within reason)
- Each of those designated to supervise an area is to report to the Main Office via radio, wall phone, or telephone, detailing the status of their area of vision. (within reason)
- No student or staff is permitted to leave.

### **STAGE THREE** (time immediately following Police/Emergency Management taking control of the situation)

- The ranking police officer first on the scene assumes command of the situation after making contact with the Principal (or the person in charge according to the order of succession).
- If evacuation is necessary, teachers will be advised over the PA system, or by direct contact from the administration or police. If the fire alarm sounds while in any of these stages, wait for instruction regarding evacuation. Those assigned to specific areas in

- Stage One are to maintain their stations until all students are evacuated.
- The secretary and nurse are to report to the principal or his/her designee.
- Teachers are to remain with their classes during the evacuation.
- Teachers must take red emergency folders with them during evacuation.
- All teachers are to take attendance immediately upon arriving at evacuation location.
  - WE MUST ACCOUNT FOR EVERY STUDENT AND FACULTY MEMBER.
  - No students or staff is permitted to leave.

**STAGE FOUR** (the time after the emergency has been alleviated)

- Directions are given to alleviate the situation.
  - An announcement will come from the main office with Administrator's name, Date and Time, which all must be stated to return to normal status (out of Lockdown or Shelter in Place).
- Remain in place until otherwise directed by either the administration or the Police.
- An announcement, followed by a written statement, will be made to control the rumors generated by the crisis. DO NOT SPECULATE OR PASS RUMORS. This is important in the event there are charges filed in association with the crisis.
- Complete a School Messenger Emergency Call.
- Administrators will activate Student/Parent Reunification Plan (when necessary)
  - Attendance will be requested (electronically to [Ldown-CP@pv-eagles.org](mailto:Ldown-CP@pv-eagles.org) or in written form) prior to the implementation of a Student/Parent Reunification Plan.

**SITUATIONS MANDATING A POSSIBLE SHELTER IN PLACE RESPONSE: BOMB THREAT, CHEMICAL SPILL, DANGEROUS ANIMAL, DOMESTIC DISTURBANCE WITHIN COMMUNITY, ARMED-BANK ROBBERY, THE UNKNOWN**

**SITUATIONS MANDATING A POSSIBLE LOCKDOWN RESPONSE: IMMEDIATE INTERNAL THREAT TO SCHOOL SAFETY AND SECURITY.**

**NO STAFF MEMBER PUTS HIMSELF OR HERSELF AT RISK. IF YOU ARE UNSAFE IN YOUR ASSIGNED AREA, ABANDON THAT ASSIGNMENT AND NOTIFY THE OFFICE OR COMMAND CENTER. REPORT TO THE OFFICE AS SOON AS POSSIBLE. IMPORTANT: Remember safety and security are always best practice protocols.** Assess the situation and remember best practice of Run, Hide (lockdown/ barricade), fight---if can't secure the doors.

**RUN HIDE FIGHT - and not necessarily in that order.** Whatever promotes the immediate safety should be done.

**SWATTING - The act of using computer based programs to anonymously call in threatening acts. The school district's crisis plans provide detailed instructions on how to mitigate Swatting. Information is included in all emergency folders, as an addendum, to this plan. All main office staff have been notified and provided with informational procedures to address any suspicious phone calls into the district.**

**LOCK-DOWN**  
**Quick Reference Guide**

**LOCKDOWN (Active Shooter)**

**In-Class Procedures**

LOCKDOWN ANNOUNCEMENT IS MADE

**TEACHER RESPONSIBILITIES:**

1. BRING IN STUDENTS FROM OUTSIDE HALLWAYS
  2. CLOSE DOORS (doors are required to be locked at all times)
  3. TURN OFF LIGHTS AND PULL BLINDS
  4. MOVE STUDENTS OUT OF SIGHT (appropriate area based on threat)
  5. ATTENDANCE – email to Ldown-cp@pv-eagles.org or ext. 7700 or 7726 (if able to be done safely)
  6. NO ONE LEAVES THE ROOM (do not open door for anyone – police/admin have keys)
  7. WAIT FOR FURTHER INSTRUCTIONS
- \*\*\*During a Lockdown – Disregard all bells and fire alarms. Only move or assume the drill is complete when you receive a message by the main office. To ensure that shooter or threat isn't forcing ending of the lockdown, the administrator in charge MUST say their name, the date and the time to conclude a lockdown situation.

“Staff, this is Mr. Hindman in the main office, it is (day, date). The time is (actual time). At this time our Lockdown is complete.”

If you do not hear all of this information, DO NOT DISMISS FROM LOCKDOWN SITUATION.

**SHELTER IN PLACE**

**SHELTER IN PLACE (outside threat)**

**In-Class Procedures**

SHELTER IN PLACE ANNOUNCEMENT IS MADE

**TEACHER RESPONSIBILITIES:**

1. BRING IN STUDENTS FROM OUTSIDE HALLWAYS
2. CLOSE DOORS (doors are required to be locked at all times)
3. CLOSE WINDOWS AND SHADES
3. CLASSROOM INSTRUCTION SHOULD CONTINUE
4. ATTENDANCE – email to Ldown-cp@pv-eagles.org or ext. 7700 or 7726 (if able to be done safely)
5. NO ONE LEAVES THE ROOM (do not open door for anyone – police/admin have keys)
6. WAIT FOR FURTHER INSTRUCTIONS



\*\*\*During a SHELTER IN PLACE – Disregard all bells and fire alarms. Only move or assume the drill is complete when you receive a message by the main office. To ensure that shooter or threat isn't forcing ending of the lockdown, the administrator in charge MUST say their name, the date and the time to conclude a lockdown situation.

“Staff, this is Mr. Hindman in the main office, it is (day and date). The time is (actual time). At this time our Lock-In is complete.”

If you do not hear all of this information, DO NOT DISMISS FROM SHELTER IN PLACE.

**IMPORTANT: Remember safety and security are always best practice protocols.** Assess the situation and remember best practice of Run, Hide (lockdown/ barricade), fight---if can't secure the doors. **RUN HIDE FIGHT - and not necessarily in that order.** Whatever promotes the immediate safety should be done.

### **Non-Fire Evacuation**

1. Lockdown will be announced.
2. Follow all Lockdown procedures.
3. Evacuate to Fire Drill locations and follow Fire Drill Protocols

### **Bomb Threat**

1. Lockdown will be announced.
2. Follow all Lockdown procedures.
3. When instructed complete the following tasks:
  - a. Open Windows
  - b. Open Doors
  - c. Evacuate Students with their backpacks to fire drill locations or other location tbd

### **Active Shooter**

1. Lockdown will be announced.
2. Follow all Lockdown procedures.

## **Student / Parent Reunification plan**

Student release is a crucial part of emergency planning. During an emergency or disaster the traditional student release procedure is often unsafe and therefore not operable. Accordingly, a comprehensive emergency plan needs to include certain procedures to accomplish the main priority of safety planning which is to insure the safety of the students to every extent possible.

There are a wide variety of emergency situations that might require student/parent reunification. Student/parent reunification may be needed if the school is evacuated or closed. The reunification may occur at the school.

The designated reunification site will be a separate location from where the students are sheltered during an evacuation, when the students have been removed from school grounds. The parents will be informed by a phone call on where to report to be reunified with their child/children.

### **Procedures**

In an emergency, schools must establish a safe area for parent/guardian to go to pick up their children. This area must be away from the both the damage and the students assembly area. In a typical release the following steps will be followed:

- a. Parent/Guardian will report to the assigned area and give the name of their child/children. The Parent/Guardian will be given a card to complete with pertinent demographic information.
- b. Picture I.D. must be presented by the parent or guardian or person on emergency card to ensure the person requesting the child/children is a match to the name on the emergency release card. **DO NOT** release students to people not listed on the student emergency card. A well-intentioned friend may offer to take a child home; however, school staff must be certain that students are only released to the appropriate people so students' families will know where they are.
- c. The information on the card will be verified via the student data management system or a hard copy of the demographic information. The card will be given to a runner who will reunite the student with the Parent/Guardian.
- d. Parent/Guardian will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- e. If the child is in the first aid area the parent/guardian will be escorted to that area for reunification with their child/children.
- f. Counselors, when available, will be located close to the first aid area in the event they are needed.

### **Additionally:**

1. Student rosters/emergency student data cards are to be updated when enrollment changes.

2. Updated rosters are to be stored in every classroom in an area easily identified by the both teachers and substitutes.
3. Emergency information should be filled out at the beginning of the year. This information should include contact information of parents/guardians as well as other adults who can be contacted if the parent/guardian is not available. The card should also indicate who the child is permitted to leave campus with, if necessary.
4. When accessible, PowerSchool should be utilized to access student emergency information.

**Procedure:**

1. Administration will assign faculty to stay at the evacuation site.
2. Administration will then assign faculty to reunification site.
3. Administration will make notification to transportation, requesting the appropriate amount of busses needed and supplying the report location.
4. Student emergency information and or access to PowerSchool must be located at the reunification site along with student release forms.
5. Superintendent will notify parents/guardians where to report for student reunification through school resources and media.
6. When parent/guardian arrives at the reunification site, they will need to provide proper identification that matches the student emergency information on file.
7. Once identification has been verified, the reunification site administrator will make notification to the evacuation site administrator of the student's name.
8. The Administrator will then have that student escorted to the transportation bus to be transported to the reunification site.
9. When the students arrive at the site, they will be escorted into the building where they will assemble prior to being released to their parent/guardian.
10. This process will continue until all students have been released to their parent/guardian.

**Resources Needed:**

1. The reunification location will need two 8-foot tables. The location will be separated by alphabet A-M, N-Z.
2. The person staffing each station will need access to the demographic information. It will either be hard copy or access to the student data information system.
3. Pens and Pencils will be needed.
4. There will be one person at each table with two (2) runners at each table.

**Reunification Locations – by buildings**

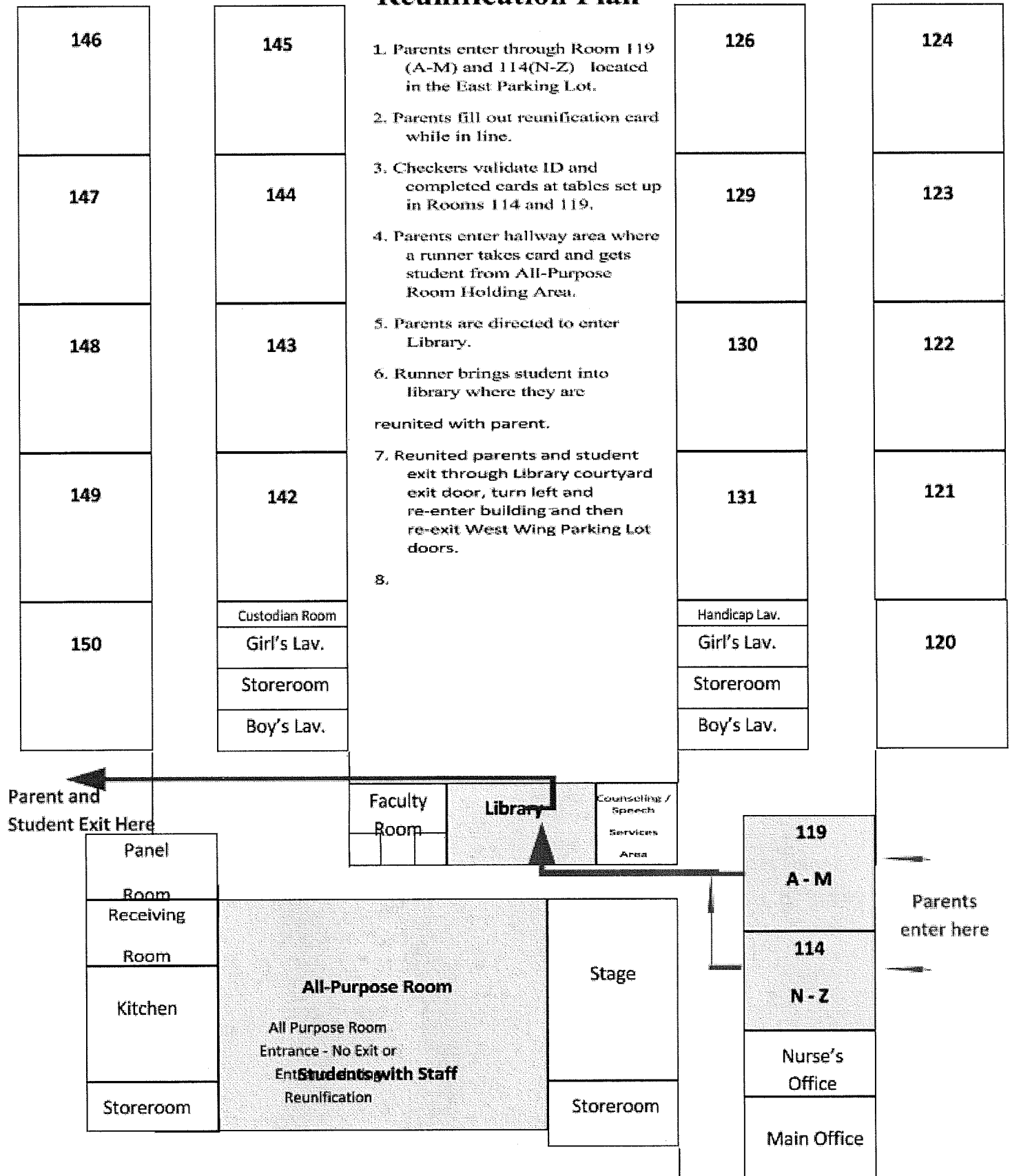
1. High School – Auditorium and/or Gymnasium
  - a. Initial greeters – Main Lobby of HS
  - b. Reunification Student Holding Areas – Auditorium (canopy entrance) and/or Gymnasium (Main Gym Lobby entrance – front doors)

- c. Trauma notification/Counseling – thru main lobby to guidance office
- 2. Middle School – Cafeteria
  - a. Initial greeters – Cafeteria side entrance (closest to stadium)
  - b. Reunification Student Holding Area – Gymnasium (Girls gym rear entrance)
  - c. Trauma notification/Counseling – Main entrance to guidance office
- 3. Penn Beach – Main Entrance
  - a. Initial greeters – Rooms 122 and 123
  - b. Reunification Student Holding Area – All-Purpose Room
  - c. Reunification Area - Library
  - d. Trauma notification/Counseling – Nurse's/Main Office
- 4. Central Park – Main Entrance
  - a. Initial greeters – under canopy at Main entrance or rooms 119 and 114
  - b. Reunification Student Holding Area – Gymnasium (Side Entrance by dumpsters)
  - c. Trauma notification/Counseling – Main entrance to guidance office
- 5. Valley Park – Library
  - a. Initial greeters – Outside Library Exit Door
  - b. Student Holding Area – Multi-Purpose Area
  - c. Reunification Area-Lobby
  - d. Trauma notification/Counseling – Faculty Room and/or Nurse's Office

# Central Park

## Elementary

### Reunification Plan



### **IN THE EVENT OF A POWER OUTAGE**

1. ALL STUDENTS AND STAFF WILL REMAIN IN THE CURRENT CLASSROOM.  
(Do not move to specials until the main office gives the ok. Special Teachers should move to the regular classroom instead)
2. STUDENTS MAY USE THE LAVATORY. ONE STUDENT AT A TIME!
3. ADMINISTRATION WILL MAKE AN ATTEMPT TO SEND SOMEONE AROUND WITH ADDITIONAL INFORMATION.
4. IF YOU HAVE AN EMERGENCY SITUATION IN YOUR ROOM – PLEASE USE YOUR WALKIE TALKIE or CELL PHONE TO CALL Steve Hindman or Barbara Miller.

- ❖ Steve Hindman – extension 7725 or 856 816-0568
- ❖ Barbara Miller – extension 7700
- ❖ Jen Webb – extension 7726

**\*\*\*\* DO NOT POST THIS INFORMATION IN YOUR ROOM. STUDENTS SHOULD NOT HAVE ACCESS TO THE NUMBERS ABOVE\*\*\*\***

## **FIRE DRILL**

Please refer to the below fire drill plans/regulations for particular routes for different areas/classrooms in CENTRAL PARK SCHOOL. Keep traffic flowing smoothly and as quickly as possible. Teachers should note exit congestion and move students accordingly.



### **Fire Drill Protocol**



## **Elementary Classroom Procedures and Responsibilities**

### **Daily Procedures**

At the beginning of the school year, teachers must update their classroom lists on the Fire Drill Excel Reporting Form. If you do not have this form, ask your building principal to send you the electronic file. Teachers must keep multiple copies of this on a clipboard in their classroom.

Each morning teachers must fill out:

**Teacher's name** is written in the designated space

**Person Completing the Form** is written in the section labeled completed by

**Room number** is written in the designated space

The clipboard is to go everywhere with the students this includes: specials, recess duty, assemblies, teacher physical education, computer lab times, and fire drills. There can be a student designated to take the clipboard with the class to each special.

It is the teacher's responsibility to make sure that the clipboard is present at all times. For noon room, send a list of students to the noon room teacher for whom they will be responsible for in the event of a fire drill. Teachers on recess duty must have their clipboards and the clipboards of any teacher who is noon room for their students who are outside.

### **Fire Drills**

The teacher in charge of the class at the time of a fire drill must make sure they have the fire drill reporting sheet with them. Make sure all students exit out of the classroom and close the classroom door. Students and teachers will exit the building according to their fire drill exit routes of the classroom, which are posted near the doors in each classroom.

Once the students are outside and are in a single file, quiet, line, take attendance:

- Place a check for the students present in the column labeled **Accounted For**
- Make sure a check is placed for the students absent from school in the column labeled **Absent from School**



- For students who are not absent, but are not with your class, place a check in the section labeled **Unaccounted For** and write specifically where that student is (bathroom, office, Basic Skills Teacher, Resource Room, etc.)
- If there is a staff member that does not have a class and comes out to your section during a fire drill, write their name in the section labeled **Staff Accounted For**
- If there is a substitute, janitor, parent, outside presenter, student teacher, etc. in your section during a fire drill, write their name in the section labeled **Others Accounted For**
- Hand your completed fire drill sheet to the designated runner to deliver to principal. When fire drill is completed, make sure you have a new form to continue throughout the day.

### **Substitute Information**

Please make sure to include the fire drill reporting form procedures on all sub plans to ensure student and staff safety.



## Fire Drill Reporting Sheet

Teacher Name:		Room Number:	Date:
✓  if accounted for: present or absent	STUDENT NAME	Unaccounted For: Location or destination, if known (i.e.: bathroom or nurse's office)	
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		
	15.		
	16.		
	17.		
	18.		
	19.		
	20.		
	21.		
	22.		
	23.		
	24.		
	25.		
	26.		

Others accounted for such as visitors, other district personnel, etc.:

### **ALL PURPOSE ROOM FIRE PLAN**

To be used during lunch or special programs when large numbers of students are in the All Purpose Room. Proceed to nearest Fire Exit.

Three Options:

1. Exit out double doors leading to outside by the Gym Closet.
2. Exit out double doors by milk freezer (to corridor) and outside exit to parking lot - East Wing
3. Exit out double doors by stage (to corridor) and outside exit to front doors into parking lot near flag pole.

NOTE: The storage closet doors by the stage are labeled "NOT AN EXIT".

### **FIRE DRILL REGULATIONS**

- Walk quietly and quickly to designated place. Absolutely no talking.
- Teacher leaves room last – close windows and doors before leaving.
- Train pupils to use emergency exits.
- Teachers note location of all exits and fire extinguishers in building

**IMPORTANT: Take your fire drill reporting sheet with you for accountability purposes**

#### **ROOM**

114	Go in single file past principal's office and out front door
119	Go in single file past principal's office and out front door
120	Turn north, go out Klessel Avenue exit on left side
121	Turn north, go out Klessel Avenue exit on left side
122	Turn south, go out rear exit on right side
123	Turn south, go out rear exit on right side of corridor
124	Turn south, go out rear exit on right side of corridor
126	Turn south, go out rear exit on left side of corridor
130	Turn north, go out Klessel Avenue exit on right side
131	Turn north, go out Klessel Avenue exit on right side
142	Go out right side of corridor to side exit
143	Go out left side of corridor to side exit
144	Go out right side of corridor to rear exit
145	Go out right side of corridor to rear exit
146	Go out left side of corridor to rear exit

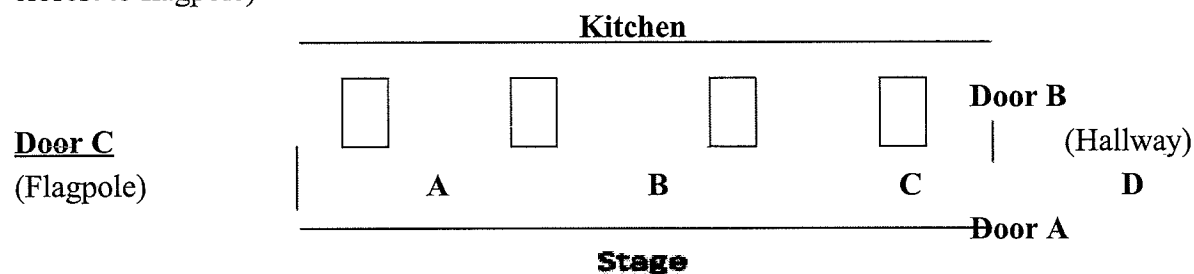
- 147 Go out left side of corridor to rear exit
- 148 Go out left side of corridor to rear exit
- 149 Go out right side of corridor to side exit
- 150 Go out right side of corridor to side exit
- Library Through multi-purpose room exit to island by flag pole
- Phys. Ed. Through multi-purpose room exit to island by flag pole

**PLEASE NOTE LOCATION OF THE FIRE EXTINGUISHER NEAREST YOUR ROOM**

**Cafeteria and Assembly as follows:**

**Cafeteria** – The tables along the outside wall (west) exit Door C. Tables on the inside wall (east) exit Doors A & B.

**Assembly** - D rows will exit Door A (hallway exit closest to stage); C rows will exit Door B (hallway exit closest to kitchen); A rows, followed by B rows, will exit Door C (exit doors closest to flagpole)



## **CRISIS PLAN: VALLEY PARK SCHOOL**

### **STAGE 1 (The time between the event occurs and assistance being summoned).**

- Upon learning of a crisis or emergency situation, the Principal is to be informed immediately.
- In his/her absence, the secretary/nurse will contact another administrator according to the chain of command.
- Avoid panic. Get to a telephone or a wall phone and request ***IMMEDIATE ASSISTANCE & EXPLAIN THE SITUATION***. The key word is ***IMMEDIATE***.
- As soon as possible, the principal or his designee will notify the Superintendent of the situation and the response underway.
- A call is to be placed to 911 by (in order of succession): Principal or principal's designee. The call should originate from the Principal's Office with alternate sites being the nurse's office or main office. Make the following statement to the 911 dispatcher – "**We have an emergency situation at Valley Park School and need IMMEDIATE police assistance.**" Remain on the line with the dispatcher.

Questions will be asked which should be answered with fact, not speculation. Until the police take command of the situation, it is imperative that the caller remain on the line, or at minimum the phone line stay open.

- All faculty not assigned to students should remain in the nearest safe place and contact the main office with location. If unable to get to a school phone or computer, use 2 way radio when prompted by office staff. Otherwise, remain in place and wait for police/administrative assistance.
- The following personnel are to monitor the noted areas if deemed safe: Day custodial staff check bathrooms for students
- Cafe Personnel (x7830) and District Office are to be notified by Secretary or Nurse.
- The Principal, or the highest ranking person in the succession order, will make the announcement:

### **FOR A SHELTER IN PLACE SITUATION – FACULTY AND STAFF AT THIS TIME WE WILL GO INTO SHELTER IN PLACE. PLEASE AWAIT FURTHER INSTRUCTIONS AND CONTINUE CLASSROOM INSTRUCTION.**

- **REFER TO QUICK REFERENCE GUIDE**
- Teachers are to close and lock their doors, pulling any student proximate in the hall into their classroom, as well as any student that presents themselves at a classroom/office door during the situation.
- **SHUT WINDOWS/PULL BLINDS**
- Take attendance and include those who are not normally assigned to the class.

**ATTENDANCE:** Email a list of missing students from regular class roster and any student who is being housed and not assigned to regular class roll. This email must be sent to the following designated email address

- ([Ldown-vp@pv-eagles.org](mailto:Ldown-vp@pv-eagles.org))– or call ext. 7800 or 7834, within 5 minutes of initial shelter in place. If this can be done safely.
- **KEEP LIGHTS ON AND PROCEED WITH DAILY LESSON, UNLESS INSTRUCTED TO DO OTHERWISE.**

- **No student is to leave class for any reason.**
- **In the event of the fire alarm sounding – wait to receive evacuation instructions.**
- Do not use the phones other than to convey factual information regarding the emergency to the office. In those cases be direct, terse, and accurate, **DO NOT SPECULATE OR CONVEY RUMOR.**

**FOR A LOCKDOWN SITUATION** – The following statement will be made: “Lockdown, Lockdown, Lockdown!”

- **REFER TO QUICK REFERENCE GUIDE**
- Teachers are to close and lock their doors, pulling any student proximate in the hall into their classroom.
- **TURN OFF LIGHTS**
- **SHUT WINDOWS/PULL BLINDS** (if can be done safely)
- **Students should be seated on floor in the least visible location. (IF CAN BE DONE SAFELY)**
- **No student is to leave class for any reason.**
- **In the event of the fire alarm sounding – wait to receive evacuation instructions.**
- Do not use the phones other than to convey factual information regarding the emergency to the office. In those cases be direct, terse, and accurate, **DO NOT SPECULATE OR CONVEY RUMOR.**

**STAGE TWO (interval between lock down and Police or Emergency Management command)**

- The Principal meets with first responders - order of succession: secretary/nurse.
- Principal’s designee coordinates resources in Main Office or alternate location, if necessary and if not otherwise assigned. Order of succession here: Principal or Principal’s designee.
- Police Command Center: (school nurse/secretary assists police in setting up)
- A location for the media: District Office Conference Room 1. (Director of Curriculum or Superintendent’s designee assists media)
- Once nature of emergency is determined, it is to be conveyed to the 911 dispatcher who will relay the situation to the authorities.
- Localize the emergency. Those in charge of a particular location are to keep the situation located where it occurred and prohibit others from getting close to the event within reason.
- Each staff member designated to supervise an area is to report to the main office via radio or phone detailing status of their area of vision within reason and when prompted by office staff.
- No students or staff members are permitted to leave.

**STAGE THREE (time immediately following Police/Emergency Management taking control of the situation)**

- The ranking police officer first on the scene assumes command of the situation after making contact with the Principal (or the person in charge according to the order of succession).
- If evacuation is necessary, teachers will be advised over the PA system, two way radios, or by direct contact from the administration or police. If the fire alarm sounds while in any of these stages, wait for instruction regarding evacuation. Those assigned to specific areas in Stage One are to maintain their stations until all students are evacuated.
- The secretary and nurse are to report to the principal or his/her designee.
- Teachers are to remain with their classes during the evacuation.
- Teachers must take red emergency folders with them during evacuation.
- All teachers are to take attendance immediately upon arriving at evacuation location.
  - C. Green Card: Display prominently by teacher at evacuation location when all students are present.
  - D. Red Card: Display prominently when there is a change in class roster because of missing student(s) and/or extra students.
  - E. ***WE MUST ACCOUNT FOR EVERY STUDENT AND FACULTY MEMBER.***
  - F. No students or staff is permitted to leave.

#### **STAGE FOUR (the time after the emergency has been alleviated)**

- Directions are given to alleviate the situation.
- **An announcement will come from the main office with Administrator's name, Date and Time, which all must be stated to return to normal status (*out of Lockdown or Shelter in Place*).**
- Remain in place until otherwise directed by either the administration or the Police. See above.
- An announcement, followed by a written statement, will be made to control the rumors generated by the crisis. ***DO NOT SPECULATE OR PASS RUMORS.*** This is important in the event there are charges filed in association with the crisis.
- SchoolReach Emergency Call will be made by administration.
- Administrators will activate Student/Parent Reunification Plan (when necessary)
  - Attendance will be requested (electronically to [Ldown-VP@pv-eagles.org](mailto:Ldown-VP@pv-eagles.org) or in written form) prior to the implementation of Student/Parent Reunification Plan.

**SITUATIONS MANDATING A POSSIBLE SHELTER IN PLACE RESPONSE: BOMB THREAT, CHEMICAL SPILL, DANGEROUS ANIMAL, DOMESTIC DISTURBANCE WITHIN COMMUNITY, ARMED BANK ROBBERY, THE UNKNOWN**

**SITUATIONS MANDATING A POSSIBLE LOCKDOWN RESPONSE: IMMEDIATE INTERNAL THREAT TO SCHOOL SAFETY AND SECURITY.**

**NO STAFF MEMBER PUTS HIMSELF OR HERSELF AT RISK. IF YOU ARE UNSAFE IN YOUR ASSIGNED AREA, ABANDON THAT ASSIGNMENT AND NOTIFY THE OFFICE OR COMMAND CENTER. REPORT TO THE OFFICE AS SOON AS SAFELY POSSIBLE.**

**SWATTING** - The act of using computer based programs to anonymously call in threatening acts. The school districts crisis plans provide detailed instructions on how to mitigate Swatting. Information is included in all emergency folders, as an addendum, to this plan. All main office staff have been notified and provided with informational procedures to address any suspicious phone calls into the district.

## **LOCK-DOWN (active shooter) Quick Reference Guide**

**ANNOUNCEMENT IS MADE: "Lockdown! Lockdown! Lockdown!"**

### **TEACHER RESPONSIBILITIES:**

- ✓ Bring students from hallways into classroom
- ✓ Doors locked and closed (doors are required to be locked at all times)
- ✓ Turn off lights and pull blinds
- ✓ Move students out of sight (appropriate area based on threat)
- ✓ Attendance – email [Ldown-vp@vp-eagles.org](mailto:Ldown-vp@vp-eagles.org) or call x7800 or x7834 (only if safe)
- ✓ Subject Line- GOOD (if all are present/accounted for with no extra students. Do not put anything in body of email)
- ✓ Subject Line-ABSENT and/or EXTRA (in body of email list missing students unaccounted for and/or extra students pulled into classroom from hallway)
- ✓ NO ONE LEAVES THE ROOM (do not open door for anyone – police/admin have keys)
- ✓ Wait for further instructions
- ✓ Disregard all class bells/fire alarms. Move only when directed by the main office.

### **SHELTER IN PLACE: Quick Reference Guide**

**ANNOUNCEMENT IS MADE: "Faculty and Staff, at this time we will go into Lock-in Mode. Please await further instructions and continue classroom instruction."**

### **TEACHER RESPONSIBILITIES:**

- ✓ Bring in students from hallways into classroom
- ✓ Doors locked and closed (doors are required to be locked at all times)
- ✓ ATTENDANCE – email [Ldown-vp@pv-eagles.org](mailto:Ldown-vp@pv-eagles.org) or call x7800 or x7834 (only if safe)
- ✓ Subject Line- GOOD (if all are present/accounted for with no extra students. Do not put anything in body of email)
- ✓ Subject Line-ABSENT and/or EXTRA (in body of email list missing students unaccounted for and/or extra students pulled into classroom from hallway)



- ✓ Classroom instruction continues
- ✓ NO ONE LEAVES THE ROOM (do not open door for anyone – police/admin have keys)
- ✓ Wait for further instructions
- ✓ Disregard all class bells/fire alarms. Move only when directed by the main office.

## **Student / Parent Reunification plan**

Student release is a crucial part of emergency planning. During an emergency or disaster the traditional student release procedure is often unsafe and therefore not operable. Accordingly, a comprehensive emergency plan needs to include certain procedures to accomplish the main priority of safety planning which is to insure the safety of the students to every extent possible.

There are a wide variety of emergency situations that might require student/parent reunification. Student/parent reunification may be needed if the school is evacuated or closed. The reunification may occur at the school.

The designated reunification site will be a separate location from where the students are sheltered during an evacuation, when the students have been removed from school grounds. The parents will be informed by a phone call on where to report to be reunified with their child/children.

### **Procedures**

In an emergency, schools must establish a safe area for parent/guardian to go to pick up their children. This area must be away from the both the damage and the students assembly area. In a typical release the following steps will be followed:

Parent/Guardian will report to the assigned area and give the name of their child/children. The Parent/Guardian will be given a card to complete with pertinent demographic information.

Picture I.D. must be presented by the parent or guardian or person on emergency card to ensure the person requesting the child/children is a match to the name on the emergency release card. **DO NOT** release students to people not listed on the student emergency card. A well-intentioned friend may offer to take a child home; however, school staff must be certain that students are only released to the appropriate people so students' families will know where they are.

The information on the card will be verified via the student data management system or a hard copy of the demographic information. The card will be given to a runner who will reunite the student with the Parent/Guardian.

Parent/Guardian will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.

If the child is in the first aid area the parent/guardian will be escorted to that area for reunification with their child/children.

Counselors, when available, will be located close to the first aid area in the event they are needed.

**Additionally:**

Student rosters/emergency student data cards are to be updated when enrollment changes.

Updated rosters are to be stored in every classroom in an area easily identified by the both teachers and substitutes.

Emergency information should be filled out at the beginning of the year. This information should include contact information of parents/guardians as well as other adults who can be contacted if the parent/guardian is not available. The card should also indicate who the child is permitted to leave campus with, if necessary.

When accessible, PowerSchool should be utilized to access student emergency information.

**Procedure:**

Administration will assign faculty to stay at the evacuation site.

Administration will then assign faculty to reunification site.

Administration will make notification to transportation, requesting the appropriate amount of busses needed and supplying the report location.

Student emergency information and or access to PowerSchool must be located at the reunification site along with student release forms.

Superintendent will notify parents/guardians where to report for student reunification through school resources and media.

When parent/guardian arrives at the reunification site, they will need to provide proper identification that matches the student emergency information on file.

Once identification has been verified, the reunification site administrator will make notification to the evacuation site administrator of the student's name.

The Administrator will then have that student escorted to the transportation bus to be transported to the reunification site.

When the students arrive at the site, they will be escorted into the building where they will assemble prior to being released to their parent/guardian.

This process will continue until all students have been released to their parent/guardian.

**Resources Needed:**

The reunification location will need three 8-foot tables. The location will be separated by alphabet A-G, H-O, P-Z.

The person staffing each station will need access to the demographic information. It will either be hard copy or access to the student data information system.

Pens and Pencils will be needed.

There will be one person at each table with two (2) runners at each table.

**Reunification Locations – by buildings**

High School – Auditorium and/or Gymnasium

Initial greeters – Main Lobby of HS

Reunification Student Holding Areas – Auditorium (canopy entrance) and/or  
Gymnasium (Main Gym Lobby entrance – front doors)

Trauma notification/Counseling – thru main lobby to guidance office

Middle School – Cafeteria

Initial greeters – Cafeteria side entrance (closest to stadium)

Reunification Student Holding Area – Gymnasium (Girls gym rear entrance)

Trauma notification/Counseling – Main entrance to guidance office

Penn Beach – Main Entrance

Initial greeters – under canopy at Main entrance

Reunification Student Holding Area – Gymnasium (Side Entrance by storage shed)

Trauma notification/Counseling – Main entrance to guidance office

Central Park – Main Entrance

Initial greeters – under canopy at Main entrance

Reunification Student Holding Area – Gymnasium (Side Entrance by dumpsters)

Trauma notification/Counseling – Main entrance to guidance office

Valley Park – Library

Initial greeters – Outside Library Exit Door

Student Holding Area – Multi-Purpose Area

Reunification Area-Lobby

Trauma notification/Counseling – Faculty Room and/or Nurse's Office

## Protocol for Reunification Plan Activation

1. Staff report to appropriate location per the chart below. All others report to cafeteria to assist homeroom teachers with students.
2. All call on intercom, radios, or runner for classes to report to the cafeteria.
3. Classes will sit in rows with homeroom teacher.
4. Three tables will be set up in library for parents to check in and runners to begin reunification process.
  - a. Staff check in parents, check demographics and reunification card;
  - b. Staff give completed card to runner;
  - c. Runner retrieves child from cafeteria, has parent sign card, and reunites with parent in lobby;
  - d. Family exits from lobby and runner returns signed card to table staff.
  - e. Repeat process. (Crisis reunification and/or parent notification of child not able to be reunited will occur in nurse's office with appropriate personnel, counselors, and/or police officers.)

	TABLE 1: A - G	TABLE 2: H - O	TABLE 3: P - Z
1.	Hankins	Press	LaPalmento
	Runners:	Runners:	Runners:
2.	Oehler	Shoemaker	Niblock
3.	Puitz	McAllister	Taylor

- Humphries: Nurse's office unless needed elsewhere
- Bunch: Cafeteria or nurse's office unless needed elsewhere

## REUNIFICATION INFORMATION

**Student Name/Information:**



Person picking up: \_\_\_\_\_  
\_\_\_\_\_

Relationship:

Signature: \_\_\_\_\_  
\_\_\_\_\_

Time:

Phone # of person picking up student: \_\_\_\_\_ Staff member  
initials: \_\_\_\_\_

\*\*\*\*\*

**For Runner:**

\*\*\*\*\*

**For Parent/Guardian:** Please give this to staff member in retrieval location when student is reunited:

Revised 8/15/17

SB240

**PENNSVILLE BOARD OF EDUCATION  
BOARD PAYMENT APPROVAL LIST**

8/24/2017

Budget year: 2017-18

Page 1 of 6

Period: Payments dated from 08/01/17 to 08/31/17

<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
ACHIEVE3000	93713	DATA SUPPORT	800313-18	11,525.00
ACTON, MARYANN	93714	REMIB GRAD STD LUNCH	800595-18	21.50
ADVANCED ASSESSMENT SYS, INC.	93613	DATA PROCESSING	800526-18	19,320.00
AJG BOLLINGER	93614	TREAS POLICY	800492-18	600.00
ALUMINUM ATHLETIC EQUIPMENT CO	93775	FB GOALS ETC	800155-18	11,820.00
AMERICAN RED CROSS	93615	CPR TRAINING	800441-18	81.00
ANDERSON, MICHELLE	93715	REMIB GRAD STD LUNCH	800601-18	37.65
APPLE INC	93616	MAC BOOK AIR SF	800453-18	1,049.00
AT&T MOBILITY LLC	93716	17/18 SERV CHRG	800547-18	981.67
ATLANTIC CITY ELECTRIC	93617	MONTHLY CHARGES	800549-18	26,239.79
BAYADA HOME HEALTH CARE INC	93717	SUB NURSING SRV	800208-18	980.00
BAYADA HOME HEALTH CARE INC	93717	NURSING SERVICES	800209-18	2,604.00
BAYADA HOME HEALTH CARE INC	93717	SRVC DTD 275 207	800212-18	3,003.00
BAYSHORE FORD	93618	REPAIR TRUCK	800353-18	3,090.38
BEALS, STACIE	93718	REMIB GRAD STD LUNCH	800602-18	31.65
BIEBEL, CAROLINA	93719	17/18 SPEECH SRVS	800009-18	2,062.50
BLICK ART MATERIALS	93619	CHAIR DESK	800308-18	133.59
BRODZIK, MICHAEL	93620	CELL PHONE REIMB.	800551-18	130.14
BROOKFIELD ACADEMY	93720	SEPT. PAYMENT 2016	702437-17	5,491.00
BROOKFIELD ELEMENTARY	93721	TUIT.HB-ESY YM-ESYRG	800024-18	11,800.00
CARDILLO, GLORIA	93722	REMIB GRAD STD LUNCH	800597-18	10.00
CAREER CRUISING	93621	MS CAREER CRUISING	800562-18	799.00
CARLSON'S AUTO PARTS INC	93622	SUPPLIES-JULY	800061-18	124.50
CDW-G, INC.	93623	SUPPLIES	800146-18	829.70
CDW-G, INC.	93623	CABLES	800147-18	4,352.10
CDW-G, INC.	93623	ETERNT CABLE	800393-18	507.00
CENTRAL JERSEY EQUIPMENT	93624	GEARS	800446-18	68.90
CM3 BUILDING SOLUTIONS, INC.	93625	CAMERA SYSTEMS	701826-17	30,827.00
COLLEGE BOARD MSRO	93626	CONFERENCE	800089-18	725.00
COMCAST	93723	YR CONTRACT	800263-18	10,447.91
COMEGNO LAW GROUP PC	93724	SERV FOR 17/18	800364-18	4,019.41
CORPORATE LAMP & ELECT RECY	93725	RECY PROGRAM	800351-18	350.00
COURIER POST	93627	PUBLIC NOTICE	800503-18	53.76
D & M AWARDS	93628	NAMEPLATES	800334-18	30.00
D&D FLOORING SPECIALIST	93776	GYM FLOOR FINISH	800036-18	22,500.00
DARROW, ANTHONY	93629	TUNING	800241-18	375.00
DAVIES, PATRICIA	93630	REIMB. VOL FNGRPRNTS	800548-18	21.44
DOMINIC, MONICA	93726	REMIB GRAD STD LUNCH	800594-18	25.39
DON J. URIE ASSOCIATES, INC.	93631	HOT WATER PUMP	800363-18	3,086.00
ED CLUB, INC.	93727	STUDENT LIC.	800506-18	320.10
EMEDCO INC	93728	INSP. TAGS	800437-18	128.45

Period: Payments dated from 08/01/17 to 08/31/17

<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
EPIC ENVIRONMENTAL	93729	MSDS ELECTRONIC	800514-18	2,700.00
EWING TWP PUBLIC SCHOOL DIST.	93632	16/17 TRANSP	800227-18	635.40
F.A.M.E FOUNDATION	93773	KEYNOTE & WORKSHOP	800615-18	5,800.00
FALASCA MECHANICAL	93633	VARIOUS PROJ. IMPROV	602098-16	116,325.00
FALASCA MECHANICAL	93730	PROJ IMPRV VAR SCHLS	701779-17	3,930,304.95
FALASCA MECHANICAL	93730	PMHS STAD REBID	701969-17	137,200.00
FICKE, SUSAN	93634	2 MOS CELL PHNE	800394-18	328.04
FICKE, SUSAN	93731	REIMBURSEMENT	800032-18	1,069.30
FICKE, SUSAN	93731	REIMB FOR CONF	800132-18	594.00
FORNITO, NICOLE	93732	ESY OT	800219-18	2,100.00
GANN LAW BOOKS	93635	SUB RENEWAL	800034-18	1,150.50
GCA SERVICES GROUP	93733	CUSTODIAL SRVC 17/18	800013-18	96,775.31
GCSSD JIF	93734	JOINT INS FUND	800612-18	144,891.00
GENESIS TECHNOLOGIES	93636	LICENSE	800243-18	2,500.00
GLOUCESTER COUNTY SPECIAL	93735	TRANS JULY & AUG	800543-18	17,937.00
GOPHER/PLAY WITH A PURPOSE	93637	DUNKSET FLOOR TAPE	800280-18	451.56
GRAINGER INC, W W	93638	SHELVING	800451-18	1,127.20
GRAYBAR ELECTRIC CO.,INC.	93639	ELECTRICAL SUPPLIES	702353-17	69.88
GRAYBAR ELECTRIC CO.,INC.	93639	BULBS	800138-18	9.38
GRAYBAR ELECTRIC CO.,INC.	93639	MISC ELEC. SUPPLIES	800288-18	74.77
GRUMBACHER, SUZANNE	93736	17/18 THERAPY	800010-18	1,700.00
HEINEMANN	93640	BOOKS	800449-18	2,718.19
HEINEMANN	93640	BOOKS	800450-18	4,328.45
HINDMAN, STEVE	93641	REIMBURS. AHA/PROCES	702341-17	125.00
HOLLYDELL SCHOOL	93737	17/18 TUITION	800231-18	14,384.88
HOUGHTON MIFFLIN HARCOURT	93642	GO MATH	800370-18	9,891.20
HOUGHTON MIFFLIN HARCOURT	93642	GO MATH	800395-18	10,277.90
HUT GLOBAL, INC.	93643	CASES	800058-18	11,677.50
IDVILLE	93738	BADGE HOLDERS	800128-18	551.78
INDCO, INC	93644	MOPS/TOWELS	800485-18	496.00
INKHEAD.COM	93739	LANYARDS	800129-18	1,254.42
JOHNSON, NOEL	93740	REMIB GRAD STD LUNCH	800596-18	15.50
JOSEPH PORRETTA BUILDERS	93741	PMHS AUD RENOVATIONS	701778-17	178,891.16
JOSEPH RACITE FIRE EXT & EQUIP	93645	ANNUAL INSPECTIONS	700317-17	2,812.93
JOSEPH RACITE FIRE EXT & EQUIP	93742	ANN INSPECTIONS	800305-18	6,334.46
JOSTEN'S INC	93646	DIPL. HARD COVERS	800144-18	1,512.91
KENCOR, INC.	93743	YR AGREEMENT	800354-18	228.00
KENNEDY, CHRISTIANA	93744	16/17 PHY THER SRVCS	700019-17	1,012.50
KENNEDY, CHRISTIANA	93744	17/18 PT SERVICES	800008-18	1,500.00
KRATOS PUBLIC SAFETY & SEC.	93647	MONITORING	800142-18	1,450.00
LAKESHORE LEARNING MATERIALS	93648	SUPPLIES	800276-18	559.85



**PENNSVILLE BOARD OF EDUCATION  
BOARD PAYMENT APPROVAL LIST**

Period: Payments dated from 08/01/17 to 08/31/17

<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
LEPTIEN, ELIZABETH	93745	REMIB GRAD STD LUNCH	800598-18	10.18
LINDSEY MEYER TEEN INSTITUTE	93649	LMTI CONF	800030-18	3,300.00
LOWERS INDUSTRIES	93650	PO PAPER	800035-18	825.20
MASONRY PRESERVATION GROUP, INC	93651	PMHS MASONRY REPTNG	701970-17	266,392.05
MBM SPORTS CENTER, INC.	93746	JERSEYS	800119-18	750.00
MC COY, HEATHER	93652	BUSING REFUND	800431-18	225.00
MC NAMARA, JENNIFER	93747	BUSING REFUND	800430-18	225.00
MEMBEAN, INC	93748	SUBSCRIPTIONS	800487-18	860.00
MONSTER TECHNOLOGY, LLC	93653	TONER	800476-18	2,297.00
NCS PEARSON	93654	FORMS	800214-18	280.50
NCS PEARSON	93654	WIATT-III	800234-18	885.78
NET CARRIER TELECOM	93655	MONTHLY CHRG	800546-18	664.22
NJ ADVANCE MEDIA	93749	SUBSCRIPTION	800608-18	286.00
NJ SCHOOL BOARDS ASSOCIATION	93750	REGISTRATION	800210-18	50.00
NJFOA-TREASURER	93777	FEES	800490-18	143.00
NWN CORPORATION	93656	CP ERATE	701397-17	23,102.80
OFFICE PRODUCTS	93657	S I STAMP	800440-18	36.50
OMNI FINANCIAL GROUP, INC.	93658	MONTHLY FEE	800502-18	7.50
ORIENTAL TRADING COMPANY, INC.	93659	SUMMER BRIDGE SPLS	800187-18	222.01
PEARSON EDUCATION	93660	COLL.MATH BOOKS	800028-18	4,414.22
PEDRONI FUEL COMPANY	93751	FUEL 17/18 YR	800066-18	1,767.76
PENNS GROVE PLUMBING SUPPLY CO	93661	JULY SPLS	800062-18	859.81
PENNSVILLE BOARD OF EDUCATION	93662	TRANS PETTY CASH	800391-18	100.00
PENNSVILLE BOARD OF EDUCATION	93663	4A BREAKFAST	800527-18	428.64
PENNSVILLE COMMUNITY HARDWARE	93664	JULY	800249-18	145.84
PIONEER/RANDUSTRIAL	93665	FIELD MARKERS	800134-18	197.95
PITNEY BOWES INC.	93666	RESERVE ACCT	800518-18	2,000.00
PMHS GENERAL FUND	93752	REMIB GRAD STD LUNCH	800604-18	14.88
PREMIER AGENDAS INC	93667	HANDBOOKS	800029-18	2,754.00
PREMIER URGENT CARE	93753	17/18-SCHOOL PHYSCN	800520-18	1,120.00
PRINTERS OF SALEM COUNTY	93754	CALENDARS	800470-18	2,826.00
RANCH HOPE INC	93668	ADJ TUITION	800352-18	2,927.04
REALLY GOOD STUFF INC.	93669	SOUND OUT	800277-18	349.60
REALLY GOOD STUFF INC.	93669	FOLDERS POSTERS	800382-18	511.31
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800530-18	532.50
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800531-18	2,528.53
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800532-18	3,886.25
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800533-18	760.00
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800534-18	710.00
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800535-18	586.20
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800536-18	7,645.00

**PENNSVILLE BOARD OF EDUCATION  
BOARD PAYMENT APPROVAL LIST**

Budget year: 2017-18

Page 4 of 6

Period: Payments dated from 08/01/17 to 08/31/17

<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800537-18	539.00
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800538-18	2,045.00
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800539-18	2,060.00
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800540-18	16,993.00
REMINGTON & VERNICK ENGINEERS	93670	ENGINEERING SRVCS	800541-18	525.00
RICOH USA, INC	93755	EQUIPMENT LEASE	800056-18	6,484.21
ROCKY T'S	93778	HOODIES	800443-18	650.00
ROLLO, CHRISTINE	93756	REMIB GRAD STD LUNCH	800603-18	6.87
RUDY'S SPORTING GOODS	93671	SWEATERS	800085-18	1,935.00
RYDIN DECAL	93672	STD DECALS	800355-18	295.09
S&G GOODS, LLC	93757	BOOK SOX	800433-18	844.87
SALEM COMMUNITY COLLEGE	93673	JUMPSTART PROG.	800510-18	1,650.00
SALEM COUNTY ETTC	93674	REG CONF	800232-18	550.00
SCHOLASTIC	93675	BOOKS	800387-18	751.61
SCHOOL HEALTH CORPORATION	93676	SUPPLIES	800261-18	1,157.61
SCHOOL NURSE SUPPLY INC.	93677	CHARTS POSTERS	800245-18	44.90
SCHOOL OUTFITTERS	93678	RHINO BALL	800281-18	325.15
SCHOOL SPECIALTY, INC.	93680	JP SUPPLIES	800017-18	180.09
SCHOOL SPECIALTY, INC.	93680	CG SUPPLIES	800019-18	303.16
SCHOOL SPECIALTY, INC.	93680	LP SUPPLIES	800021-18	498.56
SCHOOL SPECIALTY, INC.	93680	SF SUPPLIES	800022-18	499.72
SCHOOL SPECIALTY, INC.	93680	LB SUPPLIES	800040-18	345.64
SCHOOL SPECIALTY, INC.	93680	JM SUPPLIES	800041-18	158.51
SCHOOL SPECIALTY, INC.	93680	KK SUPPLIES	800042-18	500.68
SCHOOL SPECIALTY, INC.	93680	JS SUPPLIES	800046-18	113.53
SCHOOL SPECIALTY, INC.	93680	SUPPLIES BM	800067-18	246.44
SCHOOL SPECIALTY, INC.	93680	SUPPLIES BM	800068-18	1,694.49
SCHOOL SPECIALTY, INC.	93680	SUPPLIES EFELIS	800069-18	202.78
SCHOOL SPECIALTY, INC.	93680	SUPPLIES AS	800070-18	293.08
SCHOOL SPECIALTY, INC.	93680	SUPPLIES SM	800071-18	4,160.74
SCHOOL SPECIALTY, INC.	93680	SUPPLIES MS	800072-18	151.55
SCHOOL SPECIALTY, INC.	93680	SUPPLIES SM	800073-18	3,510.95
SCHOOL SPECIALTY, INC.	93680	SUPPLIES SM	800074-18	185.24
SCHOOL SPECIALTY, INC.	93680	SUPPLIES MS	800075-18	67.47
SCHOOL SPECIALTY, INC.	93680	SUPPLIES	800110-18	443.87
SCHOOL SPECIALTY, INC.	93680	SUPPLIES MS	800136-18	525.98
SCHOOL SPECIALTY, INC.	93680	SUPPLIES TM	800215-18	67.78
SCHOOL SPECIALTY, INC.	93680	SUPPLIES BM	800216-18	1,347.35
SCHOOL SPECIALTY, INC.	93680	SUPPLIES CL	800218-18	313.05
SCHOOL SPECIALTY, INC.	93680	STACKING CHAIRS	800304-18	110.86
SCHOOL SPECIALTY, INC.	93680	MOBILE HEIGHT DESK	800368-18	214.56

**PENNSVILLE BOARD OF EDUCATION  
BOARD PAYMENT APPROVAL LIST**

Period: Payments dated from 08/01/17 to 08/31/17

<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
SCHOOL SPECIALTY, INC.	93680	SUPPLIES MS	800414-18	213.55
SCHOOL SPECIALTY, INC.	93680	SUPPLIES MP	800426-18	89.79
SCHOOL SPECIALTY, INC.	93680	SUPPLIES MS	800477-18	64.14
SEAN BURKE LANDSCAPE SUPPLY	93758	OIL COOLER - MOWER	800296-18	184.73
SHERWIN-WILLIAMS COMPANY	93681	PAINT	800484-18	127.22
SIMPKINS, MICHAEL	93682	SHOE REIMB.	800122-18	52.50
SMICK LUMBER	93683	JULY	800063-18	13.98
SNYDER-PHIPPS, STEPHANIE	93759	REMIB GRAD STD LUNCH	800599-18	5.28
SOUTH JERSEY GAS COMPANY	93684	MONTHLY CHRGS	800545-18	1,464.59
STAPLES ADVANTAGE	93685	CHROMECASTS	800055-18	294.95
STAPLES ADVANTAGE	93685	CHROMECAST	800284-18	1,499.70
STRATEGIC PRODUCTS & SERVICES	93686	SPS MAINT	800228-18	10,411.38
STRATEGIC PRODUCTS & SERVICES	93760	SUPPORT	800452-18	84.32
SWANSON CO, ROBERT S	93761	VALVES	702354-17	1,160.00
SWEDESBO RO-WOOLWICH	93762	TRAINING	800610-18	375.00
TAB SYSTEMS, INC.	93687	FUME HOOD TEST	800143-18	450.00
TAYLOR & SONS INC, SAM	93763	MULCH CP, PB, VP	800512-18	5,932.00
TD EQUIPMENT FINANCE, INC.	93688	LEASE PAYMENT	800392-18	124,907.82
TEACHER SYNERGY, LLC	93689	TPT	800309-18	47.49
TEACHER SYNERGY, LLC	93689	TPT	800311-18	165.57
TEACHER SYNERGY, LLC	93689	SUPPLIES	800324-18	107.45
TEACHER SYNERGY, LLC	93764	CALC MEGA BUNDLE	800333-18	100.00
TEACHER'S DISCOVERY	93690	SUPPLIES	800260-18	195.18
TEAM REED LANDSCAPING, INC.	93691	SPRAY WEEDS	702357-17	1,350.00
TEAM REED LANDSCAPING, INC.	93691	CUT GRASS HS FIELDS	800396-18	3,050.00
THE READING WAREHOUSE INC.	93692	BOOKS	800362-18	601.08
THE READING WAREHOUSE INC.	93692	ASST NOVELS	800462-18	2,871.13
THE WRIGHT CHOICE, LLC	93765	17/18 NURSE SRV	800004-18	2,895.00
THOMAS, JAMISON	93766	REIMBURSEMENT	800090-18	773.96
THOMAS, JAMISON	93766	MILEAGE TRAINING	800609-18	26.04
TOWNE CLEANERS	93693	CLEAN BAND UNIFORMS	702330-17	730.50
TREASURER, STATE OF NEW JERSEY	93611	FEE FINAL	800121-18	301.20
TRI COUNTY PEST CONTROL INC	93694	EXTER. TREATMENT	800294-18	150.00
TRI-PLEX ALARM SERVICE INC	93695	MOTION DETCT SRV CAL	800509-18	442.00
TRI-PLEX ALARM SERVICE INC	93767	ALARM SERVICE	800306-18	681.00
TURNITIN, LLC	93696	SUBSCRIPTION	800461-18	2,182.00
TYSON, STEVEN	93697	WORK BOOTS	800447-18	200.00
UNION ASS. CHILDREN'S HOME	93768	17/18 TUITION	800229-18	10,078.45
UNITED REFRIGERATION	93698	WATER FILTERS SCHOOL	800235-18	355.27
UNITED REFRIGERATION	93698	CLEANER, ICE THICKNE	800295-18	104.24
UNITED STATES POSTAL SERVICE	93699	BULK REPLENISH	800519-18	2,000.00

**PENNSVILLE BOARD OF EDUCATION  
BOARD PAYMENT APPROVAL LIST**

Period: Payments dated from 08/01/17 to 08/31/17

<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
UPS FREIGHT DELIVERY	93700	SAME DAY PICK UP	800517-18	7.28
USI EDUCATION	93701	CLEAR FILM	800438-18	367.91
VERIZON	93702	MONTHLY CHARGES	800550-18	3,345.08
VITALE, CHRISTOPHER	93703	MARCH BAND DRL DSGN	800385-18	2,500.00
VOYAGER SOPRIS LEARNING, INC	93704	WEBINARS	800133-18	139.00
W B MASON CO., INC.	93705	SUPPLIES DR	800193-18	371.79
W B MASON CO., INC.	93705	SUPPLIES TC	800195-18	123.93
W B MASON CO., INC.	93705	SUPPLIES DR	800202-18	261.36
W B MASON CO., INC.	93705	SUPPLIES TM	800220-18	282.13
WEBER'S POWER EQUIPMENT	93706	TRIMMER STRING	800293-18	59.98
WEST MUSIC COMPANY	93707	STUD. RECORDERS	800267-18	388.50
WINGATE'S TREE SERVICE, LLC	93708	REMOVE STUMPS	800246-18	2,400.00
WYSHINSKI BUS SERVICE INC	93709	TRANSPORTATION SUMME	800064-18	29,929.12
WYSOCKI, MICHELLE	93769	REMIB GRAD STD LUNCH	800600-18	33.55
XTEL COMMUNICATIONS	93710	LONG DIST.	800501-18	20.04
XTEL COMMUNICATIONS	93770	8/15/17 LONG DIST.	800592-18	20.07
YALE SCHOOL INC	93771	17/18 TUITION	800507-18	8,614.50
ZANER-BLOSER, INC.	93711	SUPPLIES	800244-18	3,695.21
Total:				<b>5,514,288.07</b>

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.



SB240  
Budget year: 2017-18


PENNSVILLE BOARD OF EDUCATION  
BOARD PAYMENT APPROVAL LIST

8/17/2017  
Page 1 of 1

Period: Payments dated from 07/01/17 to 07/31/17

<u>Vendor Name</u>	<u>Check#</u>	<u>Description</u>	<u>P.O. Number</u>	<u>Amount</u>
PENNSVILLE BOE	None	FUND 11, CONTRACTED	10001-18	154,028.94
PENNSVILLE BOE	None	FUND 11, CONTRACTED	10002-18	61,950.06
PENNSVILLE BOE PAYROLL	None	FUND 11, CONTRACTED	10001-18	292,980.21
PENNSVILLE BOE PAYROLL	None	FUND 11, CONTRACTED	10002-18	120,124.36
Total:				<b>629,083.57</b>

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with Board of Education policy and N.J.S. 18A:19 et seq.

  
-----  
-----

  
-----  
-----