



**LIMITLESS SCHOOL EMERGENCY SAFETY MANUAL**  
***Comprehensive Emergency Response and Compliance Guide***



[https://docs.google.com/document/d/1\\_iD8hO3GQaj\\_O\\_fhqBA1pbt8wcK-UxWFu\\_9vcLsJz2M/edit?tab=t.0#heading=h.u3awor74k1k5](https://docs.google.com/document/d/1_iD8hO3GQaj_O_fhqBA1pbt8wcK-UxWFu_9vcLsJz2M/edit?tab=t.0#heading=h.u3awor74k1k5)

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## 1. Introduction

This comprehensive School Safety and Emergency Operations Plan establishes standardized procedures for prevention, protection, mitigation, response, and recovery from a wide range of school emergencies. Aligned with NJDOE guidance and FEMA best practices, this plan is intended for all staff, students, families, and emergency responders.

The safety of every student, staff member, and visitor at Limitless School is of the highest priority. This manual outlines comprehensive procedures in alignment with New Jersey Department of Education (NJDOE) mandates under N.J.A.C. 6A:16-5.1 and N.J.S.A. 18A:41-1, ensuring inclusive, accessible safety for all.

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## 2. Emergency Response Philosophy

### **We believe in proactive, inclusive safety planning:**

- Every student matters in an emergency
- Plans are adapted to accommodate disabilities, communication needs, and sensory regulation
- Safety procedures are taught in advance and reviewed regularly using visuals and practice routines

### **Our approach is:**

- **Inclusive:** Centered on universal design and accessible to students with special needs.  
**Proactive:** Emphasizes training, visual aids, and student practice before emergencies.
- **Compliant:** Fully aligned with NJDOE guidelines and best practices

### **3. LEGAL STATUTES AND NJDOE RESOURCES**

- N.J.S.A. 18A:41-1 and 18A:41-2 – Fire and security drill requirements
- N.J.A.C. 6A:16-5.1 – Comprehensive safety plan and drill expectations
- N.J.S.A. 18A:7G-5.1 – Disability-inclusive safety planning
- NJDOE Drill Overview: [Link](#)
- Statement of Assurance Template

### **4. NJDOE SAFETY COMPLIANCE OVERVIEW**

#### **Under New Jersey law and NJDOE regulations:**

- Monthly Requirements: 1 fire drill and 1 security drill
- Annual Reporting: Submit Security Drill Statement of Assurance to the County Office by June 30
- Maintain logs for 3 years
- Schools must complete and maintain a School Safety and Security Plan aligned with the NJDOE Plan Review Checklist.
- Safety drills must reflect actual emergency procedures and include evacuation, lockdown, shelter-in-place, and bomb threat responses.
- Safety plans must be submitted annually to the board of education and shared with local first responders.
- Emergency plans must include support for students with disabilities and be incorporated into IEPs when appropriate.

#### **NJDOE Resources:**

<https://www.nj.gov/education/safety/security/requirements/>

<https://www.nj.gov/education/safety/security/Checklist.pdf>

## **5. SAFETY TEAM & COMMAND STRUCTURE**

**The School Safety Team plays a vital role in planning, executing, and responding to all emergency scenarios. Each member has a specific responsibility in both drills and real emergencies:**

- The Executive Director, Assistant Director, or Principal serves as Incident Commander and directs all emergency operations.
- The Assistant Director coordinates on-site logistics and drills.
- The School Nurse manages triage, student health, and emergency medications.
- The Student Case Managers oversee accommodations for students who need extra support, including sensory supports and behavioral needs.
- The Head Custodian assesses building safety, infrastructure integrity, and utility shutoffs.
- The Student Case Managers lead trauma support and serve as the mental health liaison.
- The Administrative Assistant functions as Communications Liaison, handling internal/external alerts and documentation.

## **6. SCHOOL-WIDE COMMUNICATION AND NOTIFICATION TESTING PROTOCOLS**

**Communication systems include the PA system, phones, intercom override, emergency text alerts, and walkie-talkies. These are tested quarterly.**

**Emergency codes:**

- CODE RED: Lockdown
- CODE BLUE: Shelter in Place
- CODE GREEN: All Clear
  - All staff receive training on communication procedures and signal protocols
- PA System: Clear on all floors
- Phones tested in each classroom

- Emergency Text Alerts: Verified delivery to all staff
- Intercom Override: Confirmed working
- Fire Alarm: Tested per state mandate
- Logs are stored and reviewed quarterly by the Safety Committee

### **Technology Infrastructure**

## **7. STAFF TRAINING AND REVIEW OF EMERGENCY POLICIES**

**All staff members at Limitless School are required to participate in comprehensive emergency preparedness training to ensure consistent, effective responses in the event of any emergency. This includes annual reviews, hands-on drills, and mandatory documentation in accordance with NJDOE standards.**

**In compliance with NJDOE regulations: N.J.A.C. 6A:16-5.1**

### **Annual Training Schedule**

- Emergency Plan Overview (September)
- Fire and Evacuation Protocols (September)
- Lockdown and All-Hazards Response (September)
- Reunification Procedures (September)
- Communication Systems and Parent Notification (October)

### **Training Requirements**

- All staff must complete initial training within 30 days of hire.
- Refresher trainings are conducted annually and documented.
- Substitute and part-time staff must attend a condensed orientation.
- Staff are expected to participate in and lead drills as assigned.

### **Training Documentation**

- A training log is maintained by the Emergency Response Team.
- Staff must sign off on each policy review and indicate understanding.
- Logs are reviewed annually by the Principal or Executive Director.

## **Evaluation and Feedback**

- Staff surveys are conducted post-training for feedback.
- Revisions to policies may be made based on training outcomes.
- Drills are evaluated using performance rubrics and safety logs.

## **8. MEDICAL & MENTAL HEALTH RESPONSE**

- The school nurse leads medical triage and emergency response
- Emergency contact and health plans are accessed immediately
- Mental health counselors provide support during and after events
- Debrief and trauma support sessions are offered post-crisis

## **9. VISITOR MANAGEMENT**

- All visitors must sign in with valid ID
- They are issued a temporary badge
- Visitors are escorted to and from destinations
- Uncooperative individuals may be removed by administration or law enforcement

## **10. PARTNERSHIPS WITH FIRST RESPONDERS**

### **Local emergency responders:**

- Police and Fire Departments are contacted at the beginning of each school year to conduct on-site visits/Walk-throughs and provide guidance and feedback on emergency plans, evacuation signs, our special population, etc.
- Police and Fire Officials participate in annual drills
- Police help confirm "All Clear" during lockdowns
- Review and co-sign emergency plans
- Provide training on incident command
- Receive training on autism response protocols
- Annual tabletop exercises with police, fire, and EMS
- Shared language for drills and emergency terms

## 11. CLASSROOM SAFETY STANDARDS

### Each room includes:

- Evacuation map posted near the door
- Room number posted in hall by door and on an outside window facing out
- Classrooms have window coverings or blinds, as advised by the police department
- Locking door procedures, as advised by the police department
- Classrooms have an emergency bag containing:
  - Class roster with photos
  - Emergency medications
  - Flashlight
  - First aid supplies
  - Whistle and clipboard
  - Gloves and calming supports
  - Sensory items
  - Daily class schedule
- Designate a corner of the room that is not visible when looking in the window

## 12. GENERAL EMERGENCY PROCEDURES

For any emergency (drill or actual):

- Remain calm and follow script guidance (see Appendix).
- Retrieve the **emergency classroom bag** containing:
  - Class roster with photos
  - Emergency medications
  - Flashlight
  - First aid supplies
  - Whistle and clipboard
  - Gloves and calming supports
  - Sensory items
  - Daily class schedule

- Lead students to the designated **safety zone** per posted evacuation maps.
- Take attendance immediately and report any missing or injured individuals.
- Use calm, direct language and visual supports to reduce anxiety.

### **13. FIRE DRILL PROTOCOLS**

1. Line up students calmly
2. Take emergency bag
3. Exit according to posted evacuation map
4. Go to designated safety zone
5. Take attendance and show green (all safe) or red (missing/help needed) cards
6. Return when "All Clear" is announced

### **14 . LOCKDOWN AND ALL-HAZARDS EMERGENCY PROCEDURES**

#### **Lockdown (Active Threat Inside Building)**

1. As per local police direction; Lock door, turn off lights, hide from view
  - a. Move students silently out of sight
2. Ignore knocks and wait for personal "All Clear" or verified announcement

Lockdown Script:

"This is a lockdown. Lock doors. Lights off. Move away from sight."

#### **Other Procedures:**

- Shelter-in-Place: For weather, chemical, or outside threats
- Reverse Evacuation: Bring students inside immediately
- Bomb Threat: Evacuate away from building perimeter
- Active Shooter Response: Follow Run-Hide-Fight principles if lockdown is not possible

## **15. EMERGENCY SCRIPTS AND VISUAL SUPPORTS**

### **Evacuation Signs:**

“EXIT,” “Line Up Quietly,” “Walk Together”

### **Lockdown Visuals:**

“Lights Off,” “Hide,” “Be Silent”

### **Sample Communication Script for Students:**

“We are practicing how to stay safe. We are going to line up and leave the classroom quietly.”

**AAC Tools are available for nonverbal students.**

## **16. PARENT COMMUNICATION**

Parents are notified after every drill and in the event of real emergencies.

Primary communication platforms include the automated school messaging system, email, and phone calls.

Sample Notification:

“Today, students participated in a lockdown drill. These drills help us prepare and keep your child safe.”

## **17. REUNIFICATION PROTOCOLS If relocation is needed, students are transported to a predetermined site (e.g., church or community center). Steps include:**

- Evacuation to site
- Student check-in and ID tagging
- Guardians provide photo ID for pick-up
- Police and mental health professionals on-site for support

### **Key Staff Roles:**

- Reunification Manager
- Student Holding Area Lead
- Parent Check-In Coordinator
- Counseling support

### **Used when students must be dismissed off-site:**

- Primary and backup reunification sites are designated

- Staff verify ID and match adult to contact cards
- Students are released only to authorized adults
- Parents are notified via phone, text, and signage

**Process:**

- Parent checks in and shows ID
- Staff confirms ID and retrieves student
- Parent signs student out at release table
- Counseling and reunification support teams are present

**18. Staff Training Log Template**

| Training Topic | Date | Trainer | Staff Signatures | Follow-up Actions |
|----------------|------|---------|------------------|-------------------|
|                |      |         |                  |                   |
|                |      |         |                  |                   |
|                |      |         |                  |                   |

**Logs are stored in the emergency binder and reviewed annually.**

**19. NJDOE Security Drill Checklist**

| Drill Type               | Frequency | Complete |
|--------------------------|-----------|----------|
| Fire Drill               | Monthly   |          |
| Active Shooter Drill     | Monthly   |          |
| Bomb Threat Drill        | Annually  |          |
| Evacuation Drill         | Annually  |          |
| Shelter-in-Place Drill   | Annually  |          |
| Reverse Evacuation Drill | Annually  |          |

|                      |                |  |
|----------------------|----------------|--|
| Bus Evacuation Drill | Twice per year |  |
| Tabletop Exercise    | Annually       |  |

## 20. Visual Appendix (Descriptions)

### ➤ Signage:

- "EXIT"
- "Line Up Quietly"
- "Shelter Here"
- "Lockdown In Progress"
- Evacuation Map Description

**Map Title:** Limitless School Evacuation Layout

### **Design Features:**

- Main hallways clearly marked with directional arrows in red
- Exit doors labeled: **"Exit A," "Exit B," "Exit C"**
- Emergency assembly zone labeled in green: **"SAFE ZONE"**
- Accessible exit route shown with blue dotted line
- Rooms numbered to match door signage (e.g., Room 101, Room 102)

### ➤ ♦ **Sample Signage Descriptions (Post in Hallways/Classrooms)**

#### **1. Sign: "EXIT →"**

- Bold red letters on white background
- Mounted near all hallway exits

#### **2. Sign: "LINE UP QUIETLY"**

- Visual icon of two children in line
- Text below image in calming blue

#### **3. Sign: "SHELTER HERE"**

- Used for shelter-in-place rooms
- Green background with white house icon

#### 4. Sign: "LOCKDOWN IN PROGRESS – DO NOT ENTER"

- Bright orange with padlock icon
- For hallway doors and entrances during lockdown

#### 5. Sign: "QUIET ZONE" or "SENSORY SPACE"

- To mark calming areas  
Image: person with headphones, soft lighting

### ➤ ♦ Classroom Poster Visuals (Optional Printables)

#### A. Fire Drill Visual Sequence (4-step poster)

1. "Stop what you are doing"
2. "Line up at the door"
3. "Walk quietly to exit"
4. "Wait at safe zone"

#### B. Lockdown Social Story (Visuals for Students)

- Page 1: "Sometimes we practice being safe"
- Page 2: "We turn off the lights and hide"
- Page 3: "We stay quiet and wait"
- Page 4: "An adult will tell us when it is safe again"

### Key Resources and Links

| Resource                            | Link                                                                                                                                |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| NJDOE School Safety                 | <a href="https://www.nj.gov/education/safety/security/">https://www.nj.gov/education/safety/security/</a>                           |
| Checklist for School Security Plans | <a href="https://www.nj.gov/education/safety/security/Checklist.pdf">https://www.nj.gov/education/safety/security/Checklist.pdf</a> |
| NJDOE Staff Training Portal         | <a href="https://homeroom5.doe.state.nj.us/">https://homeroom5.doe.state.nj.us/</a>                                                 |

FEMA IS-100.c for Schools <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

Autism Little Learners – <https://www.autismlittlelearners.com/p/social-stories.html>

: NJDOE Security Drill Checklist

[https://www.nj.gov/education/safety/security/drill/docs/NJ\\_SecurityDrillChecklist.pdf](https://www.nj.gov/education/safety/security/drill/docs/NJ_SecurityDrillChecklist.pdf)

#### Appendix B: Sample Forms

- Emergency Contact Update Form
- Reunification Sign-Out Sheet
- Drill Feedback Form

#### Appendix C: Emergency Bag Contents

- Class roster with photos
- Emergency medications
- Flashlight
- First aid supplies
- Whistle and clipboard
- Gloves and calming supports

#### Appendix D: Planning Resources

- FEMA Guide for K–12 Emergency Planning:  
[https://rem.s.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](https://rem.s.ed.gov/docs/REMS_K-12_Guide_508.pdf)
- NJDOE School Safety Main Page: <https://www.nj.gov/education/safety/>

# Appendix

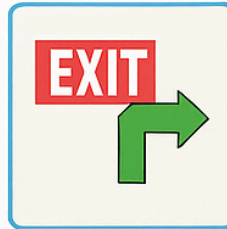
## Fire Drill Visual Sequence



Stop what  
you are doing



Line up at  
at the door

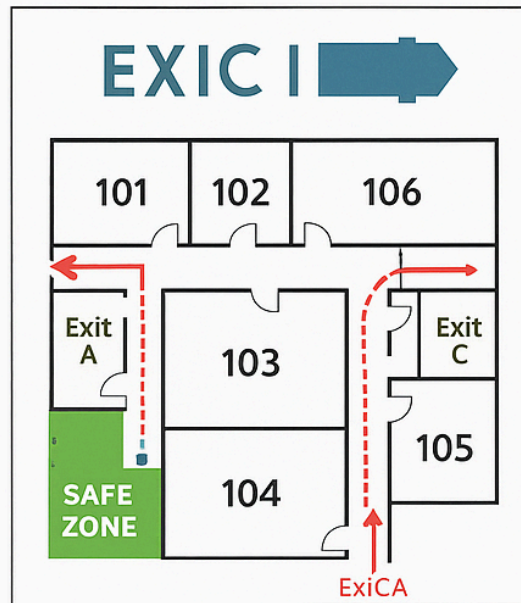


Walk quietly  
to exit



Wait at  
safe zone

## Lockdown Social Story



Limitless School  
Evacuation Layout

**EXIT**



**LINE UP  
HERE**



**WALK  
QUIETLY**



**SAFE  
ZONE**

# EVACUATION MAP

## FIRST FLOOR

