

Emergency Action Plan

These procedures will be reviewed annually and updated as necessary.

Response to Serious or Potentially Life-threatening Sports-related Injuries

- Coach or Supervising Staff Member calls 911.
- Identify the emergency.
- Provide Franklin Borough School address:

**50 Washington Avenue
Franklin, NJ 07416**

- Identify location in the school building.
- Deliver the appropriate care to the victim.
- Assistant coach calls the child's emergency contact.
- Available personnel assist emergency responders if appropriate.
- Document incident and actions taken during the injury with the following information:
 - The date of the incident;
 - The name, age, and grade level of each injured student;
 - The name and district of each student involved in the incident;
 - A narrative account of the incident with a detailed description of the injury;
 - The treatment given on school premises and the names of the health personnel, if any, who treated the student;
 - The place, if any, to which the student was taken and the persons who accompanied the student; and
 - How the notice was provided to the student's parent(s).
 - Copies of the report and insurance form shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
 - The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.

AED Locations

Closest location to the gymnasium or outside field

- To the left of the main entrance to the gymnasium

Alternate locations

- Outside of the nurse's office (to the left of the main school entrance)
- Basement hallway near room 16
- Top floor hallway between room 209 and 224

Staff Trained in First Aid, CPR, and AED

Stephanie Correal
Annalee Felix
Sarah Healey
Sabrina Mohammed
Emily Wynne

Lisa Dylewski
Michele Fuzia
Rob Hennessy
Nick Speer
Shannon Zaremba

Ryan Ellis
Kailee Gori
Kenza Mjahad
Rebecca Szymansky
Eve Zierold-Soares

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Response to Non-serious or Non-life Threatening Sports Injury:

- Coach or supervising staff member assesses the injury.
- Coach/Assistant Coach delivers appropriate care, if necessary, to the victim (example: ice pack).
- Assistant coach calls the child's emergency contact.
- Student is removed from playing the sport until it is deemed safe by the coach to return to activity.
- Document incident and actions taken during the injury with the following information:
 - The date of the incident;
 - The name, age, and grade level of each injured student;
 - The name and district of each student involved in the incident;
 - A narrative account of the incident with a detailed description of the injury;
 - The treatment given on school premises and the names of the health personnel, if any, who treated the student;
 - The place, if any, to which the student was taken and the persons who accompanied the student; and
 - How the notice was provided to the student's parent(s).
 - Copies of the report and insurance form shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
 - The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.
- School nurse checks-in with the student and parent the next day.

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Evacuation Procedures

Evacuation Due to Fire

Fire alarms are intended to alert building occupants that a fire or other life-threatening situation exists. Upon hearing the alarm, everyone should leave the building immediately. In the event of a fire, the following steps should be taken to ensure the safety of all building occupants:

- Activate the fire alarm if appropriate.
- Call 911 immediately and provide information about and the address to Franklin Borough School:

**50 Washington Ave
Franklin NJ 07416**

- Exit the building at the nearest exit.
- Assist physically impaired individuals to a secure area and notify emergency responders.
- Ensure all persons are out of the building.
- Do not use the elevators.
- Use a fire extinguisher only if safe to do so and you have been trained.
- Assemble persons at a location away from the building.
- Stay away from the building until it is safe to return.
- Notify one of the following school personnel:
 - J.R. Giacchi, Superintendent: 973-479-7039
 - Kristoffer Moser, Head Custodian: 973-830-6128
 - Carlos Sarmiento, Business Administrator: 973-223-5500

Non-Fire Evacuation Procedures

In the event of an emergency that requires evacuation from the school building, the following steps should be taken to ensure the safety of all building occupants:

- If appropriate call 911 and provide information about and the address to Franklin Borough School:

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- Proceed to the nearest exit and have all parties move away from the school building.
- Notify one of the following school personnel:
 - J.R. Giacchi, Superintendent: 973-479-7039
 - Kristoffer Moser, Head Custodian: 973-830-6128
 - Carlos Sarmiento, Business Administrator: 973-223-5500

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Shelter In Place Due to Outside Threat or Weather

Shelter in place means finding a safe location indoors and staying there until it is safe to evacuate. You may need to shelter in place because of criminal activity; tornado; or chemical, radiological, or other hazard.

In a severe weather event: the rule of thumb is to put as many walls between you and the outdoors as possible and head to the lowest floor possible.

In an active shooter situation: determine whether you need to barricade yourself. Know if the door opens outward or inward. Test the lock.

In finding a safe location you should consider the following:

- Does the door lock?
- Does it open out or in?
- Is there furniture nearby that you can use to barricade the door if necessary?
- Can you close or block the windows?

In the event of an emergency that requires sheltering in place in the school building, the following steps should be taken to ensure the safety of all building occupants:

- Stay calm.
- Call 911 and give as much information as possible to the operator.
- State your location in the building and provide the address to Franklin Borough School:

**50 Washington Ave
Franklin NJ 07416**

- Proceed to a location that can be secured, and lock or secure the door. If necessary, move something in front of the door to ensure it cannot be forced open.
- Turn off all lights, silence all phones, and wait for instructions from members of the police department.
- If you are locked down due to an active shooter, do not open the door until instructed by responding authorities.
- Wait in the safest location possible until you are given the “all clear” or can safely evacuate.

Emergency Action Plan Acknowledgement Form

I acknowledge that I have read and understand this Emergency Action Plan.

Print Name/Title

Signature _____ Date: _____

Emergency Contact Phone: _____

Emergency Contact Email: _____

Please return this signed Emergency Action Plan Acknowledgement Form to:

John R. Giacchi, Superintendent
jrgiacchi@fboe.org

Franklin Borough School
50 Washington Avenue
Franklin, NJ 07416
Phone: 973-827-9775 - Fax: 973-827-6522