



SKY Language School - New Jersey

400 Commercial Ave, Suite A, Palisades Park, NJ 07650

Emergency Action Plan

The SKY Language School takes proactive measures to protect the safety of all of our students and staff members. The actions taken during any type of emergency situation depends on the specifics of the incident. The main objective is the protection of the students and the staff members.

Emergency Numbers:

- A. Fire - 201-585-4130
- B. Police- 201-944-0900
- C. Emergency - 911
- D. Poison Control – 211

School closing/delay/early closing:

When the school has a change (closing or delay) due to inclement weather or other emergencies, the information is communicated as soon as the decision is made in the following ways:

- 1) Posted on the school's website, www.sky.edu
- 2) Sent via email to parents, employees and students

Sending timely notifications to the school body is the responsibility of the Director of ESL.

Fire Emergency

In the event of a fire, go to the nearest pull station and pull the lever. Immediately notify all persons in the building that they have to evacuate. Front desk staff will help to direct students and staff to the nearest exit. If the fire is in the incipient stage, use a portable fire extinguisher to control the fire but notify the fire department anyway to make sure that everything has been contained.

Remember, the first priority is the safety of the students and the employees. If possible, have everyone take their coats and car keys with them. Do not allow anyone to re-enter a building to retrieve items during an evacuation.

Once outside, a staff member will instruct teachers to take a headcount. Another staff member will go to all sides of the building to make sure that all students and staff are accounted for. Do not let anyone leave without notating who they are: name, title, class.

Loss of Utilities

When there is a disruption in power or the water supply, notify the appropriate utility company. Then inform all staff and students of the problem. If this disruption does not hinder classes, instruction can continue for one hour. If the problem is not corrected after one hour, a senior staff person will make a decision as to whether the school will remain open or classes are to be cancelled. If there is a blackout during the hours of darkness, please notify students to stay calm. The emergency lighting system will come on in case of a power failure. Instruct students to take their belongings and lead them out of the building. If classes are cancelled, a senior staff member will

immediately communicate the closing in the above mentioned ways. If the electricity is affected, personal phones are to be used.

Phone Threats

If there is a telephone bomb threat, try and stay as calm as possible. Ask another front desk employee to notify 911 on a landline. Do not use a cell phone; this could set the bomb off. The decision to evacuate is the responsibility of a senior staff member. Follow the instructions given by the 911 operator. In the event that this decision is made, front desk staff are to go calmly to the classrooms and tell students and staff that the building is being evacuated for safety precautions. Instruct teachers to lead their students out of the building in a calm and orderly manner and assemble at least 300 feet from the building. At that time, teachers are to take attendance to ensure that all students have evacuated. If someone is missing, do not re-enter the building. Instruct emergency personnel of this fact when they arrive.

Written Threats

Written threats (on paper) are to be handled as little as possible, and as carefully as possible in order to preserve the document as evidence. Follow procedures for receiving a bomb threat call; do not use a cell phone until you are in a designated area of assembly.

Suspicious Letters and Packages

Do not open or attempt to unwrap or move any suspicious package or envelope. Immediately call 911. Evacuate the building and precede with the evacuation instructions as outlined above.

First Aid Procedures

There is a first aid kit in the filing cabinet in the front office. If any injuries that require greater treatment than can be given with the first aid kit, are to be treated by a health care professional. Keep any injured persons calm and call 911.

Workplace Violence

Workplace violence is any intentional act that inflicts, attempts to inflict, or threatens to inflict bodily hurt on another person or threatens to inflict damage to property whether committed by an employee or by anyone else, and which occurs in the workplace, at a business site location or while an employee is engaged in company business. Everyone is responsible for responding to workplace violence. All staff members are encouraged to take appropriate measures to protect themselves and personal property and report workplace violence incidents or concerns to their supervisor. All staff members are responsible for cooperating when emergency response procedures are activated.

In a threatening situation:

- 1) Call 911
- 2) Give your location
- 3) Activate the fire alarm
- 4) Evacuate the building
- 5) Remain outside until an all-clear message is given