

# RADBURN SCHOOL

18-00 Radburn Road • Fair Lawn, NJ 07410 • (201) 794-5480

Jill Lindsay  
Principal

September 5, 2014

Dear Parents/Guardian:

The Fair Lawn Public Schools must adhere to the state and local regulations regarding fire and security procedures. As a result, all schools are required to conduct one fire drill and one school security drill each month. The code is included in this letter for your information:

Fire, school security drills

**18A:41-1**

Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours...

Therefore, beginning the week of September 15<sup>th</sup>, Radburn students will be participating in a "non-fire evacuation drill." This is another component of the school's Safety Plan, and it is important that students and staff become familiar with the procedures in the event of an actual emergency. It will also prepare students for our Emergency Evacuation Drill scheduled on September 24<sup>th</sup>.

Teachers will review the school's plan with your children in order to make them comfortable with the events for this day. I will make an announcement that it is time to practice our drill, and the students and staff will assemble quietly in pre-determined locations. Once I have determined that everyone is in their proper position, students will re-enter the building and find their designated location in the multi-purpose room. The Drill should last approximately 8-10 minutes.

On Wednesday, September 24<sup>th</sup>, students will be participating in an Emergency Evacuation Drill. This drill is being coordinated with the Borough's Director of Emergency Management and should last approximately 30-45 minutes.

Teachers have been reviewing the school's Evacuation Plan with your children in order to make them comfortable with the events for this day. Please take the time to review the procedures below that will be followed on September 24<sup>th</sup>. The highlights are as follows:

- Students will evacuate the building following usual fire drill procedures.
- Once attendance is taken and all students are accounted for, students will walk to The Grange (located on Fair Lawn Avenue). Emergency personnel will block the roads and stop traffic so that students can safely cross the streets.
- Attendance will once again be taken at The Grange
- Students will walk back to Radburn School.

In the event of an actual evacuation (due to loss of heat, electricity, etc.), parents would be notified via the district's School Messenger program. Once again, this is just a drill. Students will only walk to The Grange and back. Parents do not need to do anything on this day. We do ask, however, that you please make sure your children wear comfortable shoes and an appropriate jacket. If it rains on this day, the drill will be postponed.

Be advised that dates and times of future drills will not be announced in accordance with state regulations. Please do not hesitate to contact me should you have any questions

Sincerely,

Jill Lindsay  
Principal

*"The Leaders of Tomorrow Attend Fair Lawn Schools Today"*