

GLEN ROCK PUBLIC SCHOOLS

Paula Valenti, Ed.D
Superintendent of Schools

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November 14, 2013

Dear Parents/Guardians,

I am writing to you regarding the recent evacuation of Hamilton Elementary School. Everyone is grateful that this was a neutral incident and that no one was injured or hurt. However, as you are already aware, the incident provided us with just-cause to implement our Crisis Management Plan, where students were evacuated and all other buildings were under a lock down protocol. While I am aware this type of incident is stress provoking, it is imperative that our staff and students follow expected and practiced protocols to ensure safety. It is also important for parents/guardians to know that security procedures cannot be fully shared with the wider community as it would compromise the systems.

We have learned a great deal from the various debrief sessions that have been ongoing since this incident. Meetings have been held with involved stakeholders to discuss the incident, responses and communications. We have received helpful suggestions aimed at improving our process and we appreciate all of the input provided to us.

We need your assistance to improve our response to crisis. At present, we employ the Honeywell and Genesis notification systems. Visitors to the district website at www.glenrocknj.org will find a Parents/Students link that includes the following:

Emergency Communications – contains directions regarding joining, as well as updating the Honeywell notification system, and a

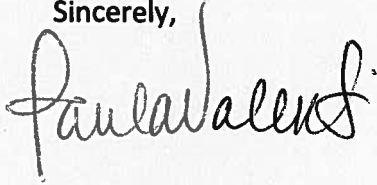
Genesis Parent Portal link – where parents can login and update passwords; please contact the HS Guidance Office to update contact information.

Honeywell is utilized for emergencies, e.g. snow closing, etc. Genesis is an email notification system that enables us to send notices, messages and reminders regarding important school events, etc. Parents register for these services via our online website.

We need your help to update these systems. Please visit the district website to review your current data, provide updates to old/outdated data and confirm or verify that you have listed all the necessary contact information to ensure you receive emergency and other type of notices from us.

The district will be reviewing the Crisis Management Plan, safety protocols and the Honeywell/Genesis communication systems on a continuing basis to ensure a safe and welcoming learning environment.

Sincerely,

A handwritten signature in black ink, appearing to read "Paula Valenti". The signature is written in a cursive style with a large initial "P" and a distinct "V".

Paula Valenti, Ed. D.
Superintendent of Schools