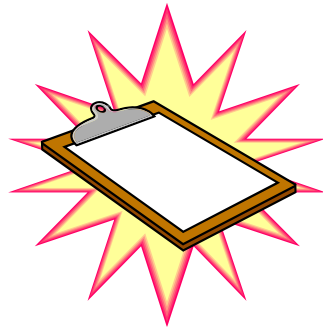


HollyDELL School
2023-2024
(Updated July, 2023)

BIOSECURITY and SAFETY MANAGEMENT PLAN



INTRODUCTION

WHAT is OUR “BIOSECURITY/ SAFETY MANAGEMENT PLAN”?

Our “Biosecurity/ Safety Management Plan” is our District’s way to prepare for the threat of bioterrorism or a crisis / emergency.

This “Biosecurity/ Safety Management Plan” contains policies and procedures to minimize the risk of accidental or intentional contamination of food and reduce the risk of illness or death in our school community. It also includes procedures to follow in the event of any crisis, fire, security, or other disaster / emergency.

BIOSECURITY AND SAFETY MANAGEMENT PLAN

Table of Contents

A - Communication.....	1
Team Information.....	1
Chain of Command.....	2,5
Important Phone Numbers.....	3,4
B - General Information.....	6
Security/Personnel	6
Evacuation Plan/Entry Points.....	6
Notifications in Emergencies.....	7
C- Handling and Preventing a Crisis.....	7
Food and Water Supply.....	7
Accidental Contamination and Product Tampering.....	8
Hazardous Chemicals.....	9
Power Outage.....	9
Air Supply.....	9
Handling Mail.....	9
D - Training	10
E - Plan Maintenance.....	11
F - Description of Fire & Security Drills/Emergency Procedures.....	17

***Drill Cheat Sheet and Building Layout Plans for 610 and 303 are at the end of this document.**

A-COMMUNICATION

Biosecurity/ Safety Management Team Information

School District Name/Address: HollyDELL School, 610 and 303 Hollydell Drive, Hurffville, NJ 08080

1-Team Co-Leader:	Jodi Coates, Executive Director
Work/ Office Phone	856-582-5151 ext. 302
Cell Phone	856-207-5644
Home Phone	856-694-4887
Team Responsibilities	
2- Team Co-Leader:	Maria Renzi
Work/ Office Phone	856-582-5151 ext. 415
Cell Phone	856-885-3246
Home Phone	None
Team Responsibilities	
3- Member:	Kailyn Bonner
Work/ Office Phone	856-582-5151 ext. 337
Cell Phone	856-371-3259
Home Phone	
Team Responsibilities	
4- Member:	Alan Gregory
Work/ Office Phone	856-582-5151
Cell Phone	609-805-8231
Home Phone	609-560-7305
Team Responsibilities	
5- Member:	Jenn Bennett
Work/ Office Phone	856-582-5151
Cell Phone	814-883-4087
Home Phone	
Team Responsibilities	
6- Member	Dawn Gardner
Work /Office Phone	856-582-5151 ext. 603
Cell Phone	856-229-3968
Home Phone	
Team Responsibilities	

A-COMMUNICATION

Chain of Command:

Contact the Executive Director immediately if an emergency occurs or if there are any suspicions of a possible crisis. If the Executive Director is unavailable contact the “second responder”. In the event the “second responder” is unavailable contact the “third responder” and so on. **FORM to take with you in the case of an emergency is on page 5.**

1- Executive Director	Jodi Coates
Work Phone	856-582-5151 ext. 302
Cell Phone	856-207-5644
Home Phone	856-694-4887
2- Supervisor of Special Education	Maria Renzi
Work Phone	856-582-5151 ext. 415
Cell Phone	856-885-3246
Home Phone	None
3- Director of Special Education	Kailyn Bonner
Work Phone	856-582-5151 ext. 337
Cell Phone	856-371-3259
Home Phone	
4- Maintenance	Alan Gregory
Work Phone	856-582-5151
Cell Phone	609-805-8231
Home Phone	609-560-7305
5. PT Asst./ Maintenance	Jenn Bennett ext. 343
Work Phone	856-582-5151
Cell Phone	814-883-4087
6- Social Worker	Dawn Gardner
Work Phone	856-582-5151 ext. 603
Cell Phone	856-229-3968

A-COMMUNICATION

Local & State Agency Emergency, Utility, & Service Numbers

AGENCY:	PHONE #:
Any Emergency	911
Police Department	856-256-1212
Fire Headquarters	856-863-4000
Water Department	856-589-0523
County Health Department	856-218-4101
State of NJ Water Quality	Div. of Water Qual. 609-292-9977 NJ DEP Hotline: 877-927-6337
NJ Department of Agriculture	609-292-8896
NJ Department of Health	Commissioner's Office 609-292-7838 DOH Main 1-800-367-6543
Gloucester Co. Emergency Response Center	856-307-7100
Hazardous Materials Safety Eastern Region Office (HAZMAT)	609-771-7890 (p) 609-771-7490 (f)
NJ Poison Control	973-972-9280
Animal Control	856-881-2828
Jefferson Washington Twp. Hospital	856-582-2500
Inspira Medical Center – Mullica Hill	856-508-1000

Contractor Numbers

Alarm	B-Safe	856-218-9400 Acct # 1247 Passcode# 1732
Water Coolers	Arctic Coolers Inc.	856-231-0262
HVAC	Elder's Services	856-769-2856
Plumbing	Dormann's	856-423-8294
Doors (manual)	Associated Builders	856-227-3900
Carpet/Floors (cleaning)	Metro (Andy)	856-467-5717
Flooring/Carpet	Dave's Central Carpet	856-468-8111
Cleaning	Germ-Nix (John Dinunzio)	1-609-922-1674 Jim H. 856-261-1339 Crew Chief
Landscaping	Ground Troops	856-481-4431
Snow Removal	Snow Solutions (Melanie Skelly)	856-302-5617
Roofing	Joel Cressman	609-420-0671
Electric	ABS	856-364-6555
Door Repairs	Eastern Door Services	1-800-390-5521 1-609-499-8200
Windows	Weather-All	856-227-0423
Trash	C&H Disposal	856-358-3457
Exterminating	Hoffman's	856-468-0183
IT	Mike Chisolm, Jr.	1-609-670-9980
School Doctor	Risn Center Dr. Jennifer LeComte, DO	856-566-6406 (p) 856-566-6320 (f)
Electric Supplier	Atlantic City Electric	1-800-642-3780 Customer Service 1-800-833-7476 Emergency
	ABS Electric	856-358-0421
Gas Supplier	South Jersey Gas	1-888-766-9900 Customer Service 1-800-582-7060 Gas Leaks
Cable	Comcast	856-358-0421
Phone	Comtec Systems	856-691-5111

CHAIN OF COMMAND

(FOR BOTH 303 AND 610 BUILDINGS)

Jodi Coates - Cell #: 856-207-5644

(1st Responder)

Maria Renzi - Cell #: 856-885-3246

(2nd Responder)

Kailyn Bonner – Cell #: 856-371-3259

(3rd Responder)

Alan Gregory – Cell #: 609-805-8231

(4th Responder)

Jenn Bennett - Cell #: 814-883-4087

(5th Responder)

Dawn Gardner – Cell # 856-229-3968

(6th Responder)

B- GENERAL INFORMATION

1. Security / Personnel

- HollyDELL buildings have a security system, a fire alarm system, emergency inside lighting and outside lighting.
- A daily sign in sheet will be maintained.
- Personnel files will be kept in a secure and confidential area by the Executive Assistant.
- Prior to hiring, a background check will be performed on all employees.
- All visitors and any unauthorized person must report to the receptionist office before entering any area in the school. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them as needed to the appropriate location.
- All computer systems are protected with passwords, network firewalls, and an effective virus detection system.
- A list of current employees who have keys/fobs or access to keys will be maintained on file, along with a list of what the keys are used for.
- Upon the notification of dismissal or resignation of an employee, he/she will be required to relinquish keys/fobs and they will be deactivated.

2. Evacuation Plan/ Entry Points

An evacuation plan will be clearly posted in each room in both buildings (610 and 303) The evacuation plans are at the end of this document.

Entry points will be clearly marked for first responders. A red

square will mark the entry points (which will be the front doors of each building).

3-Notifications in Emergencies

Parents, guardians, and bus drivers will be notified via the School Messenger System.

C - HANDLING & PREVENTING A CRISIS

1. Food and Water Supply

Should food be found unfit for consumption, or a recall occurs, the Nurse will be contacted immediately. All said food will be located and removed from service and the proper authorities will be called as necessary. The Nurse will contact the parent and will make arrangements for the student to have a substitute lunch.

If the water source is suspected to be contaminated, the local health department and water department will be contacted. Both buildings will have in stock at all times at least one 12 ounce serving of water for all students enrolled in the building as an alternate source in the event that the building water is contaminated. Staff will provide their own alternate water and place in lockers. Water will be in a central location.

*** Alternate Sources (...if there is necessary containment in the building for an extended period).**

Each classroom has a sealed food container in the event of an emergency. Please do not use this food for any other purposes. The food and water in these containers do not have to be heated or cooked. A manual can-opener should be

available within these containers. OT Assistant and the Nurses will make sure the supply is sufficient for each student in the classroom and will replenish the supply at a designated time during the school year. Adults/staff in the classroom/offices will take their own emergency food supply to work and keep in their locker or office, etc.

An emergency supply of disposable paper goods, sufficient to serve at least one day of meals, will be in stock at all time. These will be used in emergency cases, such as when utensils/ bowls/dishes are contaminated.

2. Accidental Contamination & Product Tampering

- Keep toxic substances away from food and places where food is prepared or served.
- Use universal precautions when preparing and serving food, including washing hands and wearing gloves.
- Observe the food and note if the sight, smell, texture, temperature and/or weight is out of the ordinary.
- Inspect the food for any foreign substance.
- If food or water should be found unfit for consumption, the nurse and supervisor should be contacted immediately.
- All foodborne illnesses will be reported to the Nurse and the Dept. of Health will be called for further directions.
- Employees will be instructed to look for signs of wear, tear, and tampering before using utensils and bowls/dishes.
- All utensils/bowls/dishes will be kept sanitized and clean to sight and touch.
- Classroom staff will maintain cleanliness and sanitation of food preparation areas and all supplies.

3. Hazardous Chemicals

- Hazardous chemicals will be stored away from areas where there is food.
- Manufacturers' instructions for use of hazardous chemicals will be followed.
- Emergency contact and medical information regarding each employee will be kept in the event of chemical exposure.

4. Power Outage

- Each classroom/office has a flashlight or cell phone flashlights in case of a power outage.
- If electrical power is out, both buildings will use items in refrigerators and freezers that pose no food safety danger.
- Relocation may be necessary. Administration will give further directions.

5. Air Supply

The HAZMAT unit will be contacted by the Executive Director or other Safety Management/ Security Team member, if there is any suspicion that the airflow is contaminated with biological or other contaminants.

6. Handling Mail

- 1- All mail will be processed through the receptionist in each building and placed in a mailbox marked with the names of appropriate personnel.
- 2- All incoming mail from private mail services such as UPS, FedEx, etc. will be delivered to the receptionist office. It will be sorted and delivered to proper locations.
- 3- Any suspicious mail will be reported to an administrator.

- 4- All mail will be opened within the confines of the appropriate person's office. This procedure will eliminate the risk of contaminated mail being opened and contaminating any other areas of the school.

D-TRAINING

1. The Biosecurity/ Safety Management Plan will be reviewed each year at staff orientation so that employees can recognize threats to security and respond to a crisis when necessary.
2. The Biosecurity/Safety Management Plan is available on the HollyDELL website/Employee Portal. Each employee will be required to sign a form stating that they have read and understand the plan. The plan is also available for all employees on the "T" Drive.
3. Employees will be informed as to:
 - Prevent accidental contamination of food
 - Recognize any sign of possible product tampering, deliberate and intentional product contamination.
 - Practices regarding hazardous materials
 - Procedures for Fire and Emergency or other Drills
4. All staff working with students will be trained in CPR and BLS.
5. All staff will be trained in Universal Precautions and Infection Control.
6. Employees will be informed on the procedure to properly report any situation or incident that violates a breach in the Biosecurity/ Safety Management Plan. Chain of Command will be reviewed.
7. Staff will be instructed not to speak to the media in a crisis situation. Media interactions should be directed to the Executive Director.

8. Local Fire and Police Departments will be invited yearly to present a Fire Safety and Security Drill Presentation to inform of procedures and answer employee questions.

E-PLAN MAINTENANCE

- The Biosecurity /Safety Management Team will meet as needed to review any ongoing or updated information.
- The Supervisor of Special Education will complete the Biosecurity/ Safety Management Checklist (page #13 & #14) each month and maintain it on file. The completed form will be forwarded to the Team members and the Exec. Director. The Supervisor of Special Education will follow-up with team members and appropriate staff to be sure tasks have been completed.
- The Biosecurity/Safety Management Plan will be reviewed and updated annually by the Supervisor of Special Education in consultation with the Biosecurity /Safety Management Team. Updates will be made as needed per directives from Fire, Police, DOE, and Department of Health etc.
- Maintenance and Administration will conduct monthly inspections and complete the Monthly Building Inspection form to be kept on file (page #16).
- Classroom staff along with the receptionists will conduct monthly refrigerator temperature logs. These will be hung on the refrigerator for any subsequent inspection. A copy of the refrigerator log can be found on page # 15.
- Nurses will check and monitor supplies such as testing strips and oxygen.
- Necessary staff will keep current with certifications in CPR and BLS. An AED will be available in the hall of each building in case of an emergency.
- OT Assistant and Nurses will check Emergency Food Bins annually or as needed if there are changes to the classrooms.
- B-Safe will monitor smoke and motion detectors.

- Nurses will be informed if students are leaving the building for any reason.
- Receptionists will monitor staff and visitor sign in procedures.
- Emergency alert system (School Messenger) will be tested by the main office.
- Universal Precautions will be followed. Hands will be washed and gloves will be worn at critical points ie: changing, feeding.
- Maintenance will complete all necessary repairs and other building projects for safety and security purposes.
- Staff will use maintenance request forms if repairs are needed.
- Receptionists will complete the monthly 911 check and keep on file.
- Fire/Safety/Emergency/Weather and any other drills will be conducted per the NJ DOE requirements in consultation with emergency personnel in Gloucester County.

BIOSECURITY / SAFETY MANAGEMENT CHECKLIST

610 Building 303 Building

Date: _____

Name: _____

***Check or make needed notations.**

<u>Certifications</u>	<u>Emergency</u>	<u>Emergency Equipment</u>	<u>Personnel / Visitors</u>	<u>Biosecurity / Safety</u>	<u>Building Maintenance</u>
Fire Code Inspection	Evacuation Plans	AED	Personnel Files secured	Food inspected prior to serving	Monthly Building Inspection Sheet
Life Hazard Use	Entry Points	Oxygen Supply Tanks	Fobs	Sanitation Tablets	
Dept. of Health / Sanitary Inspection	Emergency Food / Water Supply and paper products	Fire Extinguishers	Sign-In Sheets	Testing Strips	
Certificate of Occupancy	Emergency Drills	Flashlights and /or Cell phone flashlights	Visitor Badges	Refrigerator Temp. Log	

Certificate of Registration	Red/Green Signs for Evacuation Drills	Locks on doors	Biosecurity / Safety Management Plan Acknowledgement Forms	Sanitation of student utensils and dishes	
	Numbers / Counts for Evacuation Drills		Health and Wellness Policy Acknowledgement Forms	Computers protected by passwords	
	Code Medical		Universal Precautions and Infection Control	Mail inspected by receptionist	
	School Messenger System		Training of Staff on all health, emergency, and security procedures		
	Intercom System				
	911 Checks				

Monthly Building Inspection Sheet

	Date	Satisfactory	Unsatisfactory	Date Corrected	Initials
Door sliding bolt locks (610)					
Door sliding bolt locks (303)					
School property (610)					
School Property (303)					
Exterior Doors & Windows (610)					
Exterior Doors & Windows (303)					
Emergency Lights and Other Lighting					

F - Description of Fire and Security Drills /Emergency Procedures

FIRE DRILL (Same Procedure as Bomb Threat Drill and Non-Fire Evacuations)

- a. There is an evacuation plan in every room or office. Follow the emergency exit route.
- b. If the fire alarm goes off, CALL 911 and request fire and police departments. (The entry points to our buildings are labeled with a red square so that emergency responders know where to enter. Anyone may call 911 and ask for both police and fire department.)
- c. If possible, all doors should be closed, even in halls. Do not touch light switches.
- d. All will go outside and join a group. If a student is in a stander or other equipment, please make sure their wheelchair also is taken out for the drill/emergency. Wheelchairs will be marked with a neon green luggage tag for identification purposes.

For **ANY EVACUATION** drill...

Teachers bring:

Emergency Cards
Attendance Sheet
Red/Green Cards
Summary Sheet for Drills and Emergencies

Receptionists bring:

Visitors Sign-In Sheet
Security Binder
Picture of Dot Board
Summary Sheet for Drills and Emergencies (303 only)

Nurses bring: Emergency Cards

Therapists bring: Summary Sheet for Drills and Emergencies

TOP (303) brings: Summary Sheet for Drills and Emergencies

610 Administration or Office Staff: Summary Sheet for Drills & Emergencies

The leader in the group will give count of adults and students to administrator or designee. Green/Red Cards will be used. Once all students and staff in your group are accounted for, you will hold up your green card. If someone is missing, you will hold up the red card and a search will be conducted.

Administrator or designee will give counts to HollyDELL designee for log.

Receptionists will do tallies for matching with Fire Drill Summaries, etc., and administration or designee will communicate with emergency personnel. It is IMPORTANT to sign in each day or use dots (therapists and therapy graduate students).

- e. If **Bomb Threat**, you will keep walking away from area and wait for instructions for destination from administration.
- f. Parents, bus companies, districts will be notified via School Messenger System in an actual emergency.

RELOCATION

1. If one building needs to evacuate and go elsewhere, please follow the directives given by administration. When you get to designated area, you will take attendance. Some possibilities include:
 - 610 will go to 303
(Go into hallway and wait for directions to disperse to classrooms.)
 - 303 will go to 610
(Go into PT Room and wait for any other directions.)
 - If both buildings are involved, go to Ice Arena (Go into main lobby) or Margaret Heggan Library (Go to main lobby). You will be directed by administration.
2. Parents, bus companies, districts will be notified via School Messenger System in an actual emergency. An email will be sent home by the end of the day, if it was just a drill.

LOCK-DOWN (Same Procedure as Active Shooter Drill)

In the event of a lock-down drill or an actual crisis during school hours, the administrator or employee will alert the staff via the intercom:

Lock-Down is an imminent threat (i.e., active shooter in building). Follow procedure below or go out back doors to escape.

Anyone can call 911 (requesting both fire and police).

- Announcement will be made:
“Lockdown, lockdown, this is a lockdown. Staff, please check your emails for additional instructions.”
- All staff and students will proceed to the nearest classroom/office. Move as quickly and quietly as possible.
- All classroom/office doors will be locked from the inside by an adult and the students will immediately be moved away from the door and windows to a corner of the room. Please pull-down shades that lead into hall. You may also use dividers for blocking the group and put equipment against the door as a deterrent.
- Put cell phones on vibrate. Be aware of not making noise. Power chairs may need to be in manual for this reason.
- Assist one another in remaining calm and quiet during the event.
- After a drill or actual emergency, an announcement will be made as to when the doors can be unlocked.
- Parents, bus companies, districts will be notified via School Messenger System in an actual emergency. An email will be sent home by the end of the day, if it was just a drill.

**If *tornado, hurricane, or earthquake*, you would move to the INTERIOR of the building away from doors and windows. The main hall in each building is the best option.

***If fire alarm is activated after a lockdown is called, PLEASE DO NOT MOVE. Only move when an “All Clear” is said on the intercom. ***If you smell smoke or fire, please evacuate.

CODE MEDICAL (and say location)

This is when we have a medical issue and we want staff and students to stay away from a specific area.

SHELTER IN PLACE (Threat outside the building)

We will be notified by the police and/or fire department of any situation in which this is necessary.

For example, when there is a gas explosion in the area, no staff nor student should be leaving the building. All doors and windows will be locked; shades/blinds will be pulled down. All may function within the building but are not able to leave the premises and no one is allowed to enter.

An announcement will be made:

“Shelter in Place...we ask that students and staff shelter in place while we address a security concern. Staff, please check your email for additional instructions.”

Parents, bus companies, districts will be notified via School Messenger System in an actual emergency. An email will be sent home by the end of the day, if it was just a drill.

*****All Clear**” (for all above situations)

After situation has been assessed and it is safe, an administrator or designee will call “All Clear”. At that time, things can return to normal.

At the end of any drill administration will make a statement , acknowledging that everyone is safe and this was just a drill.

At the end of Security Drill Announcement

All Clear... Students and staff, thank you for your cooperation in participating in this security drill. Our drills help us to be prepared. All is safe in the building, and it is now time to resume our normally scheduled activities.

*****NURSES SHOULD BE INFORMED IF STUDENTS ARE LEAVING THE BUILDING FOR ANY REASON.**

***** IF THE FIRE AND SECURITY ALARM GO OFF DURING NON-SCHOOL HOURS (WHEN STAFF ARE NOT PRESENT), THERE WILL BE A KEY AVAILABLE TO THE FIRE AND POLICE IN A KNOX BOX AT EACH BUILDING SITE.**

FIRE / BOMB THREAT / NON-FIRE EVACUATION

1. Evacuate building
2. Call 911 and request fire and police
3. Take a count of all students and staff
4. Wait for further instructions

LOCKDOWN / ACTIVE SHOOTER

1. Lock door and pull-down inside shades
2. Call or text 911 and request fire and police
3. Go to safe area in classroom
4. Don't let anyone in or out of the room
5. If Active Shooter, may escape through back doors
6. Wait for further instructions

RELOCATION

1. Evacuate building
2. Call 911 and request fire and police
3. Wait for further instruction

SHELTER IN PLACE

1. Lock all outside doors and windows
2. Pull down outside shades/blinds
3. Go about business as usual in the building
4. Don't let anyone in or out of the building
5. Wait for further instructions

CODE MEDICAL (and say location)

1. Stay away from designated area

TORNADO – Immediately move to hallway.