



State of New Jersey

DEPARTMENT OF EDUCATION
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JAMES E. MCGREVEY
Governor

WILLIAM L. LIBRERA
Commissioner

September 18, 2003

TO: New Jersey School District Superintendents
Charter School Administrators
Private/Parochial School Administrators
Pre-School/Child Care Providers

FROM: Dwight R. Pfennig, Ed.D.
Deputy Commissioner

SUBJECT: Preparing for a Weather Emergency

The Department of Education is pleased with the conversation that has occurred between Emergency Management entities and school districts over this past week. As Hurricane Isabel makes land fall around noon today in North Carolina, the DOE would like to remind all school districts of the following:

1. Review procedures for contact with local and county emergency management coordinators.
2. Review EMC plans for the purpose of preparing school shelter facilities and/or vehicles for transportation. **Also, check all emergency generators.**
3. Review district/school emergency plans with all students, personnel, parents, law enforcement officials and emergency management coordinators.
4. Secure all emergency phone lists utilized by the organization and have them available on a 24/7 basis.
5. Establish open lines of communication for parents/guardians that allow access to individuals who can answer questions effectively and provide useful information.

6. Establish alternative methods of maintaining open communications with constituents.

Decisions regarding the closing of facilities, relocation of community inhabitants, and/or facility use should be made in concert with local/county emergency management coordinators and in concert with governmental and local law enforcement officials regarding the weather emergency. It is expected that additional state-wide announcements regarding these matters will be made between noon today and early Friday morning.

Again, thank you for your immediate attention to precautions for this weather emergency alert.

DRP:ebj

- c. Governor James E. McGreevey
 - William L. Librera
 - Alfred McNeill
 - Gloria Hancock
 - J. Michael Rush
 - Isaac Bryant
 - Gordon MacInnes
 - Albert Monillas
 - Richard Rosenberg
 - Richard Ten Eyck
 - Judith Weiss
 - Ellen Frede
 - Rachel Pereira
 - Jon Zlock
 - Susan Martz
 - Gary Vermeire
 - Dennis Quinn