



State of New Jersey
DEPARTMENT OF EDUCATION
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Acting Commissioner

August 4, 2011

TO: Chief School Administrators/Charter School Lead Persons
Nonpublic School Administrators

FROM: Andrew R. Smarick, Acting Commissioner 

SUBJECT: School Safety & Security Plan: Minimum Requirements (*NJAC 6A:6-5.1*) & Training

The New Jersey Department of Education takes proactive measures to protect the safety and security of all our students and staff members. I am pleased to provide you with the attached document titled *School Safety and Security Plan Minimum Requirements*. All school districts in New Jersey are required to have a school safety and security plan. The minimum requirements will enhance the development of district-wide school safety and security plans and clearly define policies and procedures and address the priorities of the Domestic Security Preparedness Task Force, pursuant to P.L.2001, ch.246, the Domestic Security Preparedness Act, and for establishing plans, procedures and mechanisms for responding to emergencies and crises, in accordance with *N.J.A.C. 6A:16-5.1*.

This document provides the required elements that must be included in every district's school safety and security plan. The requirements are not a step-by-step guide for completing a comprehensive emergency response plan, but rather define the minimum elements that should be included in the plan, including the planning process. Each plan must be designed locally with the help of law enforcement, emergency management, public health officials and all other key stakeholders. All plans must be reviewed and updated on an annual basis and districts are required to use the Minimum Requirements document to revise and update, as needed, its existing school safety and security plans by October 15, 2012. To assist in the review of your current safety and security plans we have also included a checklist designed to be a companion to the minimum requirements. The planning process will require districts to plan for effective use of available community resources, including law enforcement personnel.

The department will provide regional training and additional guidance to assist Local Education Agencies (LEAs) relating to the new school safety and security plan minimum requirements, to support your assessment and planning efforts. These sessions are designed to address the needs of school administrators, law enforcement, emergency responders and key personnel who are involved in the crisis planning process. The sessions will concentrate on an overview of the new requirements, along with guidance on how to review and update your plan to meet and include the requirements.

The sessions will be provided regionally as follows:

- Northern Region
 - September 28, 2011: Passaic County Public Safety Academy, Wayne (Passaic County)
 - October 18, 2011: Morris County Police Academy, Parsippany (Morris County)
 - March 20, 2012: Livingston High School, Livingston (Essex County)

- Central Region
 - September 12, 2011: Long Branch High School, Long Branch (Monmouth County)
 - October 27, 2011: Raritan Valley Community College, Branchburg (Somerset County)
 - January 25, 2012: NJ State Police Technology Center, Hamilton (Mercer County)
 - February 29, 2012: Middlesex County Police Training Center, Edison (Middlesex County)

- Southern Region
 - October 5, 2011: Cumberland County College, Vineland (Cumberland County)
 - December 15, 2011: Stockton College, Galloway (Atlantic County)
 - To Be Determined: (Camden County)

- Charter School Training
 - December 7, 2011: NJ State Police Technology Center (Mercer County)

- Nonpublic School Trainings
 - To Be Determined
 - To Be Determined

Principals, administrators, law enforcement, emergency responders and key personnel interested in attending these sessions can register online at <http://education.state.nj.us/events/> or www.state.nj.us/education/schools/security/. Training sessions will be held from 9:00 am to 1:00pm; there is no fee to attend; no meals or refreshments will be provided. Registration will be accepted on a first come, first serve basis.

I hope you find that the document will be a beneficial resource while developing, reviewing or enhancing your schools' school safety and security plan. Although we cannot prevent all crisis and violent incidents from occurring in our schools, your coordinated planning, training and practice will help to reduce the risk and minimize the harmful effects of these situations. The department continues to partner with school districts and local officials to make our schools safe and secure environments for all. Thank you for your continued vigilance to ensure safe and secure schools. If you have any questions, please call Deborah Dunne or Barbara Pugh in the Office of School Preparedness & Emergency Planning, at 609-633-6681 or e-mail schoolsecurity@doe.state.nj.us.

Enclosures

c:	Christopher Cerf	Non-Public Advisory Committee
	David Hespe	Paula Dow
	Justin Barra	Colonel Rick Fuentes
	Anthony Bland	Charles McKenna
	LEE Group	School Security Task Force
	Garden State Coalition of Schools	
	Executive County Superintendents	