



Cultural Center for Language Studies

Fluency in Languages

Safety Plan

EMERGENCY PHONE NUMBERS

Emergency – 911

Gas Leak – 911

Poison Control – 211

Police (Non-Emergency) – (973) 733-6190

Fire (Non-Emergency) – (973) 733-7462

POLICY STATEMENT

The purpose of this emergency plan is to help safeguard the safety and security of the staff, students, and visitors to the school. The points of this plan apply to activities on the school grounds, and school related activities, for students and staff, outside of the school premises.

In Case of Fire:

In the event of a fire, activate the closest fire alarm station. Then notify all persons in the facility that a fire is suspected and all personnel have to evacuate. In the main school, there are two (2) doors in the rear that open to the outside rear alleyway, and two (2) doors in the front of the school that open to the outside front parking lot. In the adjoining school annex, there is one (1) door that opens to the outside front parking lot. In the event of evacuation, one assembly area will be the parking lot in front of the school, the other assembly area will be the rear alleyway. In the event of a school evacuation, the senior school employee (either front desk administrator or school director) will act as the Fire Marshal. The Fire Marshal will ask the teachers to take a head count of all their students, and check to make sure all other occupants (staff, visitors, etc.) are accounted for. The Fire Marshall will check both the front and rear assembly areas to account for all persons that were occupying the facility. The Fire Marshall will be the primary point of contact with first responders (fire/police/EMT).

In the event of evacuation, please take your coat and keys, but leave everything else that might take precious time to collect. In the event of an emergency, seconds count. No one will be allowed to re-enter the facility until the situation is declared safe by the authorities or the school Fire Marshall.

Utility Disruption

If the electrical power goes out, the emergency lighting system will activate which will allow for the evacuation of the facility. Evacuation is required in the event of a power outage; a power outage may be indicative of an incident that might be threatening to health and safety (such as a fire or electrical malfunction).

If the heating/AC system is malfunctioning, classes will be cancelled if the school interior deviates from conditions considered comfortable.

If the water supply is disrupted, classes will be cancelled. The bathroom facilities have to be functioning for the school to be occupied, for sanitation reasons.

First Aid Kit

A first aid kit is located in the rear kitchen area. For injuries that are more extensive than what can be treated with first aid, the individual should be transported to a medical facility. If the injuries might be life threatening, 911 should be called immediately.

Suspicious Persons

If any suspicious persons are seen inside or outside the facility, notify the front desk administrator.

Suspicious Letters and Packages-

If any suspicious package or envelope is identified, do not open or move. 911 should be called immediately and the facility should be evacuated.

Phone or Written Threats

Evacuate the facility immediately. Do not use your personal cell phone. Call 911 from another location (a nearby store/retail business).

Activities Outside of School

For official, school sanctioned activities (such as barbeques or school trips) the attending school representatives will become familiarized with the safety procedures of the facilities and transportation related to the activity (i.e., fire extinguishers on vans/busses, safety procedures of the facilities – water parks, recreation areas will have posted safety information.

Any safety related incidents or concerns should be brought to the attention of the attending school representatives and the facility representatives/safety/first aid personnel on-site. For immediate concerns, call 911 and evacuate the area, as appropriate.

Delayed Openings/Closings/Early Closings:

Delayed openings/school closings /early closings will be communicated to the students and staff via social media and will be also posted on the school website (www.cclsnj.com).