



Fairfield Police Department
School Safety & Security Tips
Community Services Unit
973-227-1400

WHAT PARENTS SHOULD DO IF THERE IS AN EMERGENCY AT THE SCHOOL

1. **AVOID ANY INCLINATION TO GO DIRECTLY TO THE SCHOOL**
 - **FOR A STEVENSON SCHOOL INCIDENT**- PARENTS SHOULD RESPOND TO THE PARKING LOT OF ST. THOMAS MORE CHURCH IN THE AREA CLOSEST TO HORSENECK ROAD. IN THE EVENT OF AN EVACUATION, STUDENTS FROM STEVENSON SCHOOL WILL BE RELOCATED TO ST. THOMAS MORE IN THE ALL PURPOSE ROOM AND CHURCH
 - **FOR A CHURCHILL SCHOOL INCIDENT**- PARENTS SHOULD RESPOND TO THE PARKING LOT OF ST. THOMAS MORE CHURCH IN THE AREA CLOSEST TO HORSENECK ROAD. POLICE OR OTHER GOVERNMENT OFFICIALS WILL PROVIDE YOU WITH FURTHER INSTRUCTION AND DETAILS. IN THE EVENT OF AN EVACUATION, CHURCHILL SCHOOL STUDENTS WILL ASSEMBLE IN THE MUNICIPAL BUILDING PARKING LOT AND WILL BE RELOCATED TO THE ESSEX COUNTY AIRPORT
2. **REFRAIN FROM CALLING EITHER 911 OR THE DIRECT TELEPHONE NUMBER OF THE FAIRFIELD POLICE DEPARTMENT IN ORDER TO OBTAIN INFORMATION**
3. **INFORMATION AND INSTRUCTIONS WILL BE SENT OUT OVER FAIRFIELD'S REVERSE 911 SYSTEM AND LOCAL COMMUNITY ACCESS CHANNELS.**
 - THE REVERSE 911 SYSTEM DOES NOT CURRENTLY DIAL TO UNLISTED PHONE NUMBERS OR CELLULAR TELEPHONES.
4. **STAY CALM AND BE COMFORTED IN KNOWING THAT THE FAIRFIELD POLICE DEPARTMENT WILL DO EVERYTHING IN ITS POWER TO KEEP YOUR CHILDREN SAFE AS IF THEY WERE OUR OWN.**

TIPS TO TEACH YOUR CHILDREN ABOUT A SCHOOL EMERGENCY

1. Take the time to reassure your children that their homes and schools are safe places, but that emergencies can arise suddenly.
2. Prepare a plan now to make sure your child has a secondary contact person, contact information is readily available at the school and your child knows who is authorized to pick them up from school. During a crisis or early dismissal you may not be able to get to the school to pick up your child.
3. Emphasize the importance of following the directions of teachers, police or fire officials during an emergency.
4. Tell them the importance of staying quiet and keeping calm.
5. Never open school doors for anyone at anytime.