

# *Parsippany-Troy Hills Township Schools*

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**BROOKLAWN MIDDLE SCHOOL**  
Eileen Hoehne, Principal  
William Cleary, Assistant Principal

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November 12, 2010

Dear Parent/Guardian:

As a result of new legislation, every school is required to implement emergency drills throughout the school year. Therefore, in addition to our monthly fire drill, we will now conduct one school emergency drill each month. These drills are designed to prepare our students and staff for the unlikelihood of an emergency. While we previously conducted similar emergency drills a few times each year, the new legislation requires at least one emergency drill per month.

It is important that you know that our school has a Crisis Management Team and Crisis Management Plan to address any emergency or crisis. The plan has been developed in cooperation with our school district officials, local police department and the Morris County Prosecutor's Office. Additionally, my entire staff and I have been trained to implement our crisis management plan.

The Crisis Management Team members include our school guidance counselors, our Child Study Team, the nurse, and the administration. Each member of the team has been trained and understands his or her role and responsibilities in case of an emergency.

The Crisis Management Plan is a document that all teachers are required to know and, in the case of an emergency, implement. The plan contains direct and specific procedures in the event of an emergency.

Our first emergency drill will be on November 17<sup>th</sup>.

If you have any questions, feel free to contact me via email ([ehoehne@pthsd.k12.nj.us](mailto:ehoehne@pthsd.k12.nj.us)) or by phone.

Sincerely,

Eileen Hoehne  
Principal