

**North Jersey Elks Developmental Disabilities Agency
Emergency Closure Plan
March 2020**

The North Jersey Elks Developmental Disabilities Agency (NJEDDA) serves students with disabilities from age 3 to 21 in our elementary and high school. The purpose of the NJEDDA 2020 Emergency Closure Plan is to outline the measures taken to ensure students will continue to receive instruction in the event of long-term school closures as a result of any public health EMERGENCY school closure. The plan outlines the protocols developed to ensure ongoing and open lines of communication, as the main platform to maintain a continuum of instruction, equitable access for all, delivery of approved related services, and various stakeholders' responsibilities delineated to successfully implement all aspects of the plan. We will follow the guidelines in New Jersey Administrative Code 6A:16-10.1.

In case of a Coronavirus emergency closing directive from the Department of Health we will put our emergency plan in place.

Ensuring Ongoing and Open Lines of Communication

NJEDDA will continue to communicate pertinent information using the following methods:

- **Honeywell Instant Alert- Allows administration to communicate information with all stakeholders using a voice recorded message, email and text in English and Spanish.**
- **Principals Update- Allows the principals at each school to communicate with parents and guardians via email.**
- **Phone-Staff will have access to student telephone numbers to facilitate conferences.**
- **All Staff Emails- Allow administrators and principals to communicate with all staff and families. Staff email list is posted on our website.**
- **U.S. Mail- In the rare event that students lack access to the internet and telephone, NJEDDA will mail work directly to them.**

Our emergency plan includes the following:

- 1. Teachers have prepared two weeks of lessons and activities based on the goals and objectives in each student's I.E.P. Parents and guardians can use these resources as guides to the lessons for their children. These lessons will be based on their current academic disciplines and will include workbooks and other resources prepared for each individual student.**
- 2. Therapists have prepared a list of therapeutic activities from the students IEP's that family members can carry out at home. They are calling the families to explain the activities.**
- 3. Parents can contact the staff members via email (available on our website www.njedda.org) with questions. Teachers and therapists will instruct the parents and give directions and guidance throughout the school closure.**
- 4. The families can contact via email our nurses and social worker for support and counseling.**
- 5. All staff will document family contacts during the closure.**
- 6. Teacher aides and one-to-one aides are completing professional development trainings on Master Teacher, Safe Schools, and Global Compliance Network online training sites. The families can contact them for support through emails and phone calls.**
- 6. Administrative staff will contact and advise staff about the students' activities and the parents' involvement.**
- 7. The administration will use Honeywell Instant Alert to notify students, parents, and staff with the latest information about the closure and the reopening of school. The information will be posted on our website and New Jersey Channel 1.**

**Dr. William Weiss
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