



■ **Parent Responsibilities During a School Emergency and Reunification After a School Emergency**

THE ROLE OF PARENTS IN AN EMERGENCY

In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or rush to the school and get your child/children. The truth is, this only complicates matters from a safety and security standpoint.

Parents too close to an incident often hinder the rescue attempts of police and fire officials on the scene. The best action parents can take in an emergency is to stay close to their phone and e-mail and to monitor local radio and TV reports for regular updates and instructions.

■ **When and Why Are Students and Staff Asked to Follow Safety Protocols?**

SCHOOL EMERGENCY RESPONSE PROTOCOLS

A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency; such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation or any combination of two of these protocols, as a means to ensure the safety and well-being of students and staff.



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School Emergency Information Guide



FOR PARENTS AND GUARDIANS

Public Schools of the Tarrytowns
John Paulding
W.L. Morse
Washington Irving
Sleepy Hollow Middle School
Sleepy Hollow High School

■ Safety Protocols

In the event of an emergency at your child's school, it is important to know these terms.

Note: These are just some of the safety protocols that can be used during an emergency.

▶ LOCKDOWN

A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will **NOT** be released during a lockdown.

▶ SHELTER-IN-PLACE

Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will **NOT** be released during shelter-in-place.

▶ EVACUATION

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released **ONLY** to parents/guardians with picture ID and permission from a district official. This procedure is necessary to account for the whereabouts of all students.

▶ LOCKOUT

A lockout is used when there is a potential threat outside of the building, such as police activity or a dangerous animal in the area.



■ How Can I Be Reunited with My Child?

Parents/Guardians will be directed by school or public safety officials via TV/Radio to their child's specific location. Students will be released **ONLY** to parents/guardians who are documented as emergency contacts and who present a picture ID such as a driver's license, military ID or passport. The reunification process can be time-consuming so parents are urged to be patient.

■ Be Prepared for a School Emergency

Ensure that your child's emergency contact information is accurate and current. Including alternate phone numbers for you and family/friends you have authorized as your back up.

Talk to your children about the importance of following instructions in the event of an emergency.

Tell your children not to use cell phone unless permitted. Unauthorized cell phone use could put people at risk during an emergency.

Have a plan for an emergency and make sure your children are familiar with the plan.

The district uses the Blackboard Robo Calls and the Remind App. to notify parents of inclement weather and emergencies. We suggest you register for the Remind App.

Become familiar with your school's emergency communication procedures. Each school is committed to providing accurate and timely information in the event of an emergency.

■ In Case of a School Emergency

*Although your first reaction would be to call or rush to your child's school, **please** follow the tips listed below.*

DO tune into local TV/Radio stations for official school news alerts.

DO rely only on official communication from school or public safety officials.

DO listen for official information regarding reunification with your child.

DO NOT call or rush to your child's school. Your presence could interfere with emergency responders.

DO NOT phone your child or school. Staff and students are discouraged from using cell phone communication for safety reasons.

