

# SCHOOL EMERGENCY INFORMATION GUIDE



For our  
**PARENTS and GUARDIANS**

THE EASTPORT - SOUTH MANOR  
CENTRAL SCHOOL DISTRICT

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

- **LOCKDOWN**

Means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Lockdown will only end upon physical release from the room or secured area by law enforcement. Lockdown is initiated during incidents that pose an immediate threat of violence in or around the school.

*Example: Someone seen in the parking lot with something that looks like a weapon.*

- **LOCKOUT**

Means students and staff remain inside locked and secured school buildings during incidents that pose an imminent concern outside the school.

*Example: Local authorities notify the school of an incident which requires active/ongoing police response in the immediate area.*

- **HOLD** and Hold-in Place

Mean the restriction of movement of students and staff within the building while dealing with short term emergencies.

*Example: A medical emergency in the hallway.*

- **SHELTER** and Shelter-in Place

Mean keeping students in school buildings and providing them with shelter when it is deemed safer for students to remain inside the school building rather than to return home or be evacuated.

*Example: An extreme weather condition like tornado.*

- **EVACUATE** and Evacuation

Mean to move students for their protection from a school building to a predetermined location in response to an emergency.

*Example: An unsafe condition inside the building, like a gas leak*

**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 forest fire; or an intruder in the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, lockout, hold, shelter, evacuation or any combination of two of these protocols, as a means to ensure the safety and well-being of students and staff.

In the event of a lockdown drill or actual emergency event, a **blue** light will flash both inside and outside of the building. If you are coming on to our school grounds and see the **blue** emergency light, you will **not** be permitted access to the building.

The **blue** emergency light is a signal for you to leave the campus immediately.



## Parent/Guardian Role in an Emergency

When there is a school emergency, a natural instinct as a parent is to pick up the telephone to call the school staff for information or to rush in an automobile in the direction of the school, in an effort to retrieve your child/children.

The truth is that both of these responses only end up complicating matters from a safety and security standpoint.

Studies have shown that parents too close to an incident often hinder the rescue attempts of our police, EMS and fire officials on the scene.

The best action parents can take in an emergency is to stay close to their phone and/or email to monitor regular updates and instructions received from the school district.

## 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

- DO only rely on official communication from school or public safety officials.
- DO tune into local TV/Radio stations for official school news alerts.
- DO listen for official information regarding reunification with your child(ren).

### DO NOT

- DO NOT call your child's school. This may "clog/jam" phone lines needed by school personnel.
- DO NOT rush to your child's school. Your presence could interfere with emergency responders.
- DO NOT phone your child. Staff and students are discouraged from using cell phone communication for a variety of safety reasons.

To test components of our emergency response plans, eight (8) fire/evacuation drills and four (4) lockdown drills are required by NYSED each year.

***You will be notified one (1) week in advance of a scheduled lockdown drill at your child's school.***

### ***How will I reunite with my child(ren)?***

Parents/guardians will be directed by school or public safety officials to their child(ren)'s specific location. This will be done through authorities and/or the District's phone call and email system **ParentSquare**.

Students will *only* be released to parents/guardians who are:

- 1) Documented as emergency contacts  
***and***
- 2) Present a picture ID such as a driver's license, military ID or passport

The reunification process can be time-consuming and will be dependent upon the specific circumstances. Be assured that our first priority will always be the safety and security of our students and staff.

### ***How can you help?***

Be prepared for a school emergency:

- Become familiar with our emergency communication procedures.
- Ensure that your child's emergency contact information is accurate and current.

**The Eastport-South Manor Central School District is committed to providing accurate and timely information in the event of an emergency.**

