



■ 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 their children, or rush to the school and get your child/children. While this instinct is completely normal, it may complicate matters. Students on the phone may not hear emergency directions from staff and ringtones may give away a hideout location.

Parents too close to an incident often hinder the rescue attempts of police and fire officials on the scene. Staff members need to be supervising their children and should not be distracted. The best action parents can take in an emergency is to stay close to their phone and email and to monitor local media reports for regular updates and instructions.

Therefore, please follow these suggestions:

DO access the Rye Neck District website and tune into local TV/radio stations or news websites for official school news alerts.

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

DO listen for official communication regarding reunification with your child.

DO NOT call or rush to your child's school until you have received instructions so that there are no obstacles for first responders.

DO NOT phone your child or school. Staff and students are discouraged from using cell phone communication for their own protection.



Rye Neck Schools
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SCHOOL EMERGENCY INFORMATION GUIDE

For Parents and Guardians



Rye Neck School District

■ Safety Terms and Procedures

IN THE EVENT OF AN EMERGENCY AT YOUR CHILD'S SCHOOL, IT IS IMPORTANT TO KNOW THESE TERMS.

LOCKDOWN

A lockdown takes place if there is a threat on campus or within the building. The lockdown is announced over the PA while all electric doors lock. Teachers have been instructed to immediately pull students in from the hallway, nearest bathroom or common areas as assigned in the district's safety plan. All school doors are locked and students will be moved out of the view of any doors or windows. Teachers will take attendance and will only open the doors for the police. During a lockdown, there is to be no use of cell phones by students and adult phones are to be turned to "silent" mode to avoid noises that may attract an intruder.

LOCKOUT

A lockout is initiated when there is a threat outside of the building, such as a bank robbery in or around our community or dangerous wildlife, for example. The lockout is announced over the PA. No one will be permitted to exit or enter the building until an "all-clear" announcement is made. During a lockout, all exterior school doors will remain locked, and there is no outdoor recess or access to the gymnasium at the MS/HS campus.

SHELTER-IN-PLACE

Shelter-in-place is used in the case of a weather-related emergency. Areas with few or no exterior windows are used to provide the best cover and resistance to weather that could damage the building, such as high winds. Students and staff gather in these protective spaces until an "all-clear" announcement is made.



HOLD IN PLACE

A hold is used for simple things like a spill in the hallway or something more serious, such as the need for EMS to have clear access to someone who may need an ambulance. During the hold, normal classroom activities take place, but students and staff must stay where they are at the time of the hold. An announcement suspends the bells and students wait to change periods until an "all-clear" signal is given.

EVACUATION

An evacuation could be required for many reasons, such as gas, fire, chemicals, an active shooter or bomb threat, etc. The specific cause may only require the building to be evacuated, in which case students and staff assemble somewhere on campus or nearby. Or, the campus itself may need to be evacuated. During the evacuation process, police and other municipal services would facilitate the relocation of students, as well as control roads and access ways to and from campus. District communications would instruct where, when and how they would be reunited with their children.

■ How Can I Be Reunited With My Child?

The district uses the Blackboard Connect system to notify parents of inclement weather and emergencies. This system will be used to direct parents and guardians to their child's specific location. Students will be released **ONLY** to parents or 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.*

■ How You Can Help

Ensure that your child's emergency contact information is accurate and current.

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

