

# School Emergency Guide

Eastchester Middle School & High School take emergency planning very seriously. Our comprehensive building-level emergency plan, which is overseen by our Building Emergency Response Teams, directs our staff and public safety partners to respond swiftly should an emergency occur. This committee meets regularly to review procedures and conduct annual drills so that students and staff are aware of the most effective and safe emergency responses. We work closely with local and state agencies including police, fire, emergency medical services, neighboring schools and public health officials to ensure that we are well prepared and our school community members are protected.

Please know that should an emergency occur, we will do what is necessary to protect children first and then inform you as accurately and fully as we can. Communication with parents during an emergency is an important priority for our school. Please be patient and understand if we are unable to respond to you as completely or quickly as you would wish. Our first priority is the safety of your child and the other children and staff in the school.

## What you should do before & during a school emergency...

- Keep your child's emergency information up to date, including alternate phone numbers for you and family/friends you have authorized as your backup. Notify the school promptly if this information changes.
- Talk with your children about the importance of following instructions in the event of an emergency.
- Do not go to the school or scene of an emergency unless officials ask you to. Your presence may interfere with emergency response.
- Get accurate information and instructions. Check the district website for updated information.
- Listen for a phone message.
- Do not listen to rumors. If your child does contact you, remember that he or she may only know pieces of the larger picture.
- Remain as calm as you can if your child contacts you. They are looking to you for reassurance.

## Safety is our priority!



### Common Emergency Terms

#### Lockdown or Modified Lockdown

Lockdown or modified lockdown is initiated when a school administrator, faculty or staff member becomes aware of an actual or imminent threat in which students should be kept in locked rooms within the school building. When a lockdown or modified lockdown is announced, school staff immediately gather students from hallways, restrooms and common areas and lock all classroom and office doors. All students will be accounted for and kept within the locked rooms until the incident is brought to a close by emergency responders or law enforcement personnel.

#### *How do I know the school is in lockdown?*

The main entrance doors will be locked, and if possible, a sign will be posted on the front door indicating that the school is in lockdown. The emergency phone notification system will be put into place as swiftly as possible.

#### *What should I do if there is a lockdown?*

Do not go to the school. Do not attempt to enter the building. We will notify you when it is safe to enter the building. You can obtain information and updates as described in this guide. Try to remain patient and calm until the lockdown order is lifted.

#### *What is the difference between a lockdown and a modified lockdown?*

In a lockdown situation, all classroom activity stops and students are sheltered out of sight of windows and doors. In a modified lockdown, teachers can continue to teach, but students and staff are not permitted to move freely around the building.

#### Lockout

This is the response to an actual or potential threat from outside the school building. When a lockout occurs, all exterior doors and windows are locked and all outside activities are terminated. Entry to the school building may be gained only through a locked and monitored door. Otherwise, the school day continues as normal.

#### Shelter in Place

This may occur when there is a threat of or actual weather related incident and the school population needs to move to a predetermined location within the school building. The building-level safety team will be activated and will move the school population to that site.

In the case of a bomb threat, the decision to evacuate students or shelter in place is dependent upon information received in the threat and how credible that information is. The school administration will consult with first responders and law enforcement when making that decision.

#### Evacuation

Each school has procedures for partial or complete evacuation, including a designated safe location to which students may be transported. If students are to be released from the off-site location, parents will be directed where to pick up their children and will be required to sign out their child. A student will be released only to an adult with proper identification and who is documented as an emergency contact.