

## Preparing for a School Emergency

Keep your Child's Emergency Information **CURRENT**. Phone numbers for Family/Friends Emergency Contacts should be updated as information changes. Schools and Transportation should be advised.

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

Tell your children **NOT** to use cell phones in the event of an emergency unless authorized to do so. Unauthorized use of cell phones could put people at risk during an emergency and could distract students from listening to safety instructions

Make sure your children are familiar with a safe, alternate site, (eg. neighbor's house) in order to go to in the event of an emergency dismissal and they arrive to an empty house.. This could occur during bad weather, if poor driving conditions may hinder your ability to get home before your child's bus.



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<b>Radio Stations</b>	<b>TV Stations</b>
WCBS 880AM	Channel 12
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SOMERS CSD P.O. BOX 620, LINCOLNDALE, NY 10540  
 914-277-2400

## What to do in a School Emergency

Do not go to the school or the scene of the emergency unless officials ask you to, even though a child may ask you to come, and although that is your first instinct. Your presence may interfere with Emergency Response.

Get accurate information and instructions.

Look for communication from the school and/or district. This may be in the form of e-mail, phone call, text, or posting on the district website. ([www.somersschools.org](http://www.somersschools.org)) .

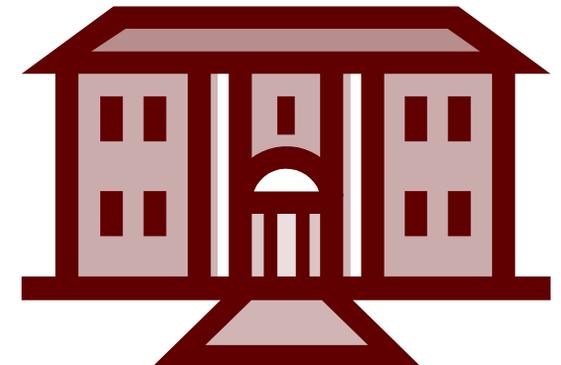
Tune in to local radio.

Know the Facts. If your child does contact you, he or she may only know pieces of the larger picture.

# SOMERS CENTRAL SCHOOL DISTRICT SAFETY GUIDE

**BE PREPARED FOR  
 A SCHOOL EMERGENCY  
 AN INFORMATIONAL GUIDE  
 FOR  
 THE SOMERS COMMUNITY**

**COMMITTED TO THE SAFETY  
 AND SECURITY OF OUR  
 STUDENTS AND STAFF**



# SCHOOL EMERGENCY GUIDE



The Somers Central School District takes Emergency Preparedness very seriously. We have a comprehensive District-wide Emergency Response plan that assists our staff and our local public safety partners to respond swiftly should an emergency occur. We provide ongoing crisis management training to school administrators and other key staff members throughout the District.

Building level Emergency Plans are in place at each school as well as in a secure location in the District Offices. A building-based safety committee oversees the plan for each school and committee members have assigned roles and responsibilities should an emergency occur. These committees meet regularly to review procedures and conduct annual training and drills so that students and staff are aware of the most effective and safe emergency responses.

## SAFETY IS OUR TOP PRIORITY

The Somers CSD is committed to making school safe for students and staff. We work closely with local and state agencies including police, fire, emergency medical services and public health officials to ensure that we are well prepared and children are protected.



## By Definition, ...

An emergency involves unexpected events and rapidly changing conditions. We train to deal with different kinds of problems, whether caused by natural forces or humans. However, it is impossible to say in advance how we will respond in any particular case. In general, you should know that we will do what is necessary to protect children first and then inform you as accurately and as fully as possible. If a situation is serious enough to require you to leave your home or workplace, we will either ask you to pick up your child or we will direct you to a safe location where we can brief you on develop-

## Some Terms that may be used during an Emergency

**Lockdown:** Is initialized when a school administrator, faculty, or staff member has become aware of an actual or imminent threat within the school building. When a Lockdown is announced, school staff will immediately gather students from hallways, restrooms and common areas and lock all classroom and office doors. They will gather in an inconspicuous area of the classroom or office and students will be accounted for. Everyone will remain in the locked areas until they are released by Emergency Responders or Law Enforcement Personnel.

As a parent, how do I know the school is in Lockdown?

The main entrance doors will be locked and, if possible, a note will be placed on the front door, indicating a Lockdown. The district's Emergency phone notification will be put in 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. This may jeopardize the safety of the students and staff. We will notify you if and when it is safe to enter the building. You can obtain information and updates as described in this brochure. Try to remain calm and patient until the Lockdown order is lifted.

**Evacuation:** Each school has procedures for partial and complete evacuation, including a designated safe location to which students may go. If students are to be released from the alternate site location, parents will be directed where to pick up their children and will be required to sign them out. Students will only be released to an adult with proper identification and documented as an emergency contact.

**Lockout:** This is a response to a possible threat outside of the building. An example would be any criminal activity occurring nearby, outside of the school. When a Lockout occurs, all exterior doors and



windows are immediately locked and all outside activities are terminated. Entry to the school building may be gained only through a locked, monitored door. Otherwise, the school day continues as normal with limited hallway movement.

**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(s). Shelter in place is also called in the instance of a chemical spill if the incident is contained in a single area of the building.

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