Emergency Procedures Notification

In the event of an incident occurring during the school day which disrupts normal classroom activity, the incident will be immediately reported to the School Building Principal or other appropriate person as designated in our chain-of-command (Incident Commander). Plain language instructions for either school sheltering or evacuation will be issued from the Main Office by the Public Address System or other means.

The following response actions will be taken depending on the nature of the emergency:

**Shelter Plan (Shelter-In-Place)**

* *Shelter-In-Place,* or stay where you are, is a decision to be made when the situation is safer inside than outside. For example, during conditions when the roads are closed for outside travel, or when they are extremely hazardous, sheltering is called for. Generally, sheltering is for a short time – but conditions could warrant extended sheltering. Sheltering Plans will include provisions for at least 24 hours. School buildings have been surveyed to **identify the *safest area(s)* for occupants**. These areas can be reviewed during Building Condition Surveys required under the New York State RESCUE regulations. Some specific reasons for Shelter-In-Place may be:
* Weather-related
* Generic/Non-specific Bomb Threat
* Specific Bomb Threat
* *Hold-In-Place,* is typically utilized for an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires student and staff movement be limited. This is intended to keep students and staff out of the affected area until the situation can be rectified.
* *Lockdown* is a special kind of sheltering plan that would require individuals to remain within the safety of their immediate area to protect them from imminent danger. An intruder may be one reason to invoke this type of response.
* *Lockout* usually means the threat is exterior to the building. All exterior doors are secured and no one would typically enter or leave the building. A posting should be placed at the front entrance indicating a lockout is occurring and give direction on where arriving individuals should move to. For the protection of all building occupants, no one, including parents, will be admitted to the building until the threat has been removed. Usually, normal activities can continue in the building.

**Evacuation**

* *Evacuation* to a safe place requires that a building’s inhabitants get out and go somewhere else. Evacuation may mean only going outside, away from the building and waiting for the danger to pass. In some circumstances, however, the nature of the emergency may demand that students be transported and housed temporarily in some other building. **School Plans will include provisions for transportation and use of alternate sites**.

**Early Dismissal**

* *Early Dismissal* plans will be put into effect and notification systems activated. Bus schedules will be adjusted as necessary. Students who cannot be returned to a parent/guardian will be sheltered until appropriate reunification can occur. Students will never be returned to unsupervised homes.

During an emergency, all information regarding the status of school staff and students, as well as alternate shelter arrangements and transportation schedules will be issued through the designated **Public Information Officer** at the Administration Building. When feasible, the parent notification system will be activated as quickly as possible. The parent/student reunification plan will be implemented when necessary. For additional information, please contact the building principal.