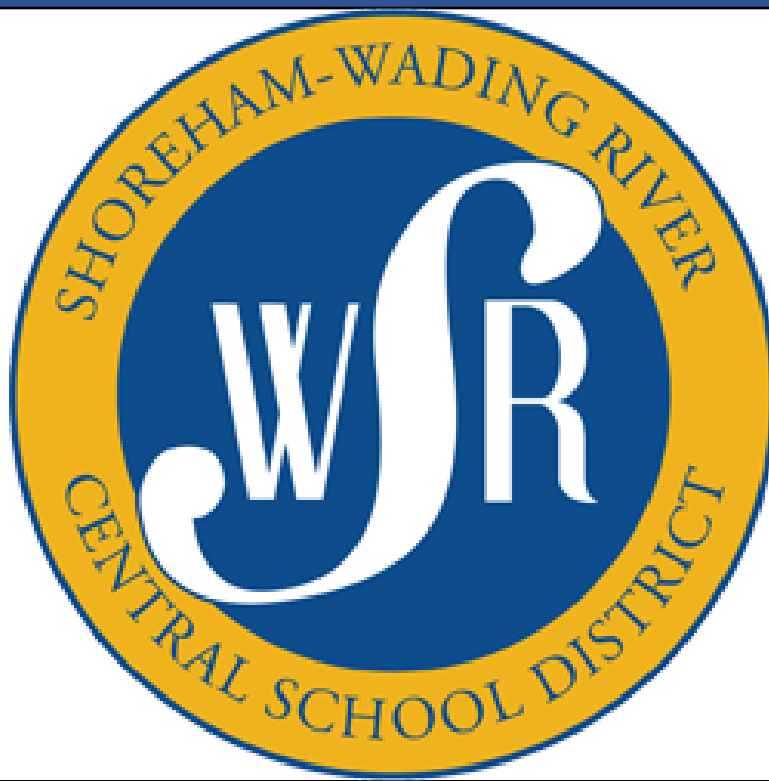


# **SCHOOL EMERGENCY INFORMATION GUIDE**



**FOR PARENTS AND GUARDIANS**

**Shoreham-Wading River Central School District**

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

❖ **LOCKDOWN**

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in a school building or on school grounds.

❖ **LOCKOUT**

Used to secure school buildings and grounds during incidents that pose an immediate concern outside of the school and/or surrounding area.

❖ **HOLD-IN-PLACE**

Used to limit movement of students and staff while dealing with short term emergencies.

❖ **SHELTER-IN-PLACE**

Used to shelter students and staff inside the building for an extended period of time when it's safer inside the building or room than outside.

❖ **EVACUATE**

Used to transfer students and staff from the building to a safe alternate location.

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

**What if I'm on campus during an emergency?**

❖ **LOCKDOWN PROCEDURES FOR VISITORS**

If a lockdown is called while you are attending a school function before, during or after school, remain in place and wait for further directions. In a lockdown, doors to the auditorium, classrooms and gyms will be locked. If you are in a hallway, look for the nearest exit and exit the building.

❖ **STROBE LIGHT EMERGENCY SYSTEM**

Each of our buildings has an exterior strobe light emergency system. The strobe light system, which includes sounds and lights, will be activated when there is a drill in progress or an actual emergency. If it is activated when you are approaching any campus, please return to your vehicle. Access to buildings is prohibited during drills and emergencies.



### **Parent/Guardian 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 rush to the school and get your child/children. The truth is this only complicates matters from a safety and security standpoint.

Parents too close to an incident often hinder the rescue attempts of 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 e-mail and to monitor local radio and TV reports for regular updates and instructions.

### **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.

#### **DOS**

**DO** tune into local TV/Radio stations for official school news alerts.

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

**DO** listen for official information regarding reunification with your child(ren).

#### **& DON'TS**

**DO NOT** call or rush to your child's school. Your presence could interfere with emergency responders.

**DO NOT** phone your child or school. Staff and students are discouraged from using cell phone communication for safety reasons.

### ***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 TV/radio and/or the District's Blackboard Connect System (phone call and email). Students will be released **ONLY** to parents/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 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 You Can Help - Be Prepared for a School Emergency***

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

SWRCSD is committed to providing accurate and timely information in the event of an emergency.

