

Parent & Community Guide to School Safety and Emergency Procedures

How does the City School District of New Rochelle plan for school safety and emergency preparedness?

- New Rochelle Schools instruct and train their pupils on how to exit school buildings in the shortest possible time without confusion or panic. The instruction includes fire drills and rapid dismissals.
- Each school building has a school safety plan and procedures manual.
- Each school building has a building Safety Team that meets to review safety concerns and plans and review safety drills.
- Through the Safe Schools Healthy Students grant approximately forty school safety visits were conducted over the past two years. The purpose of these visits was to meet with school safety teams, review school safety plans, plan for and observe lockout, lockdown and evacuation drills and, review any number of school safety issues.
- Consulting services on Health, Safety, and Violence Prevention are provided by Southern Westchester BOCES.

City School District of New Rochelle Safety and Security Protocols

- Schools will communicate with parents during an emergency through the automated ConnectEd message system.
- All School District employees are issued picture ID badges and color-coded lanyards.
- District wide, sign-in procedures to access school buildings are in place.
- All District security staff and general school aides for school safety who provide security every day at each of our schools are licensed by New York State.
- All security staff and general school aides must complete 8 hours of approved professional development each year.
- School buildings are locked and alarmed after school hours and on the weekends.
- Current school floor plans are shared with the Fire and Police Departments.
- Lockdown is the security protocol used when there is an intruder or dangerous person within the building. Teachers/staff gather students in rooms, lock doors, and move out of line of sight of the doors. Outside window shades are **up**.
- Lockout is the security protocol used when there is threat outside of the school building or in the vicinity. Doors to the outside are locked and no one is allowed entry or exit from the school until clearance from the police is received. Outside window shades are **down**.
- Evacuation to a predetermined location is the security protocol when there is an emergency situation such as a fire. The fire alarm is activated or an announcement is made on the PA system to signal an evacuation.

What You Can Do to Help Us Help You:

Our School Automated Message System will be utilized for telephone and email notification of an emergency alert situation in the district.

IT IS EXTREMELY IMPORTANT THAT YOUR PHONE, CELL AND E-MAIL CONTACT INFORMATION BE KEPT UP TO DATE AND THAT YOUR CHILD'S/CHILDREN'S SCHOOLS ALL BE NOTIFIED IMMEDIATELY OF ANY CHANGE OR ADDITION TO THE INFORMATION ON FILE.

If you have a New Rochelle Schools Parent Home Access online account you can check this information now. If your contact information is not correct, contact the Main Office of your child's school.

If you do not have a New Rochelle Schools Parent Home Access online account, you can contact the Technology Department at 576-4209 to set up an appointment to get one.

- Update all emergency contact information. Keep your emergency contact numbers current with: your school, your family members, and your friends.
- Hold a family meeting and discuss "what if's". make sure your children understand your family's emergency plan.
- When visiting district schools, please respect our sign-in policy. Be prepared to show a picture ID, and wear the visitor's lanyard issued to you at all times when in a school building.
- Do not park in the fire lanes at our schools.
- When there is a school emergency, do not come to the school. The roads and schools must be kept clear for emergency workers.
- If a school is evacuated, you will be notified as to the time and place to pick up your child.
- In an emergency, check our website for the latest information: www.nred.org
- Monitor the following radio and TV stations:

Radio: WCBS-880 AM, WOR-710 AM, WFAS-103.9 FM & 1230 AM, WVOX-1460 AM.

Television: WCBS Channel 2, WNBC Channel 4, FOX Channel 5, WABC Channel 7, and News 12