

Pawling Central School District

School Emergency Guide for Parents

If there is an emergency
at your child's school,
this is what you need to know.



Safety Is A Priority

The Pawling Central School District is committed to making school safe for students and staff. We work closely with national, state and local safety officials - including police, fire, emergency medical services and public health - to ensure that we are well prepared and that children are protected. We have a comprehensive Emergency Response Plan that helps our staff and our public safety partners respond swiftly should an emergency occur, and we conduct regular training and practice sessions based on that plan.

What parents can do:

1. Provide accurate contact information to your child's school, including alternate phone numbers for you and family/friends you have arranged as your backup. Notify the school promptly if this information changes.
2. Remove the attached "School Emergency Card" and carry it with you.
3. Talk with your children about the importance of following instructions in the event of an emergency.
4. Tell your children NOT to use cell phones unless permitted. Unauthorized cell phone use could put people at risk.
5. Do not go to the school or scene of an emergency unless officials ask you to, even though a child may ask you to come, and although that is your first instinct as a parent. Your presence may interfere with emergency response.
6. Get accurate information and directions.
 - Listen for a phone message (at home, office, or on cell), and check e-mail.
 - Call the District number, 855-4600, for a recorded message
 - Visit www.pawlingschools.org
 - Tune into local radio stations.
7. Do not listen to rumors. If your child does contact you, remember that he or she only knows pieces of the larger picture.
8. Do not respond to a child's request to leave school. Tell your child to remain calm and to follow instructions from school officials.

This information
is available on our website:
www.pawlingschools.org



About Lockdowns and Evacuations

What is an internal lockdown?

All school interior doors are locked, hallways are vacated, and students and staff are confined to their classrooms. No entry or exit is allowed. An internal lockdown occurs, usually in consultation with the police, if there is a serious problem or potential problem inside the school.

What is an external lockdown?

During an external lockdown, all school exterior doors are locked. This takes place if a problem occurs outside of the school.

How will I know if a 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 a 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. This may jeopardize student and staff safety. We will notify you when it is safe to enter the building. You can obtain information and updates as described above. Try to remain patient and calm until the lockdown order is lifted.

If a school building is evacuated, how will I locate my child?

Each school has procedures for partial or complete evacuation, including a designated safe location to which students may be transported. In such situations, student/parent reunifications will take place in an orderly manner.

You will be directed to go to a specific location, where you will be required to sign out your child. A student will be released only to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed in your child's emergency contact information.

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 exactly 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 to inform you as accurately and fully as we can.

If a situation is serious enough to require you to leave your home or workplace, we will either ask you to pick your child up or we will direct you to a safe place where we can brief you on developments.

Please be patient and understand if we are unable to respond to you as complete or quickly as you would wish. Our first priority is your child and the other children in the school.

The Pawling Central School District is Prepared for an Emergency

The Pawling Central School District takes emergency preparedness very seriously. We provide regular crisis management training to school administrators and other key staff throughout the District. Each school has a Safety Committee composed of staff members with assigned roles and responsibilities during an emergency.

These committees meet regularly during the year to review procedures. In addition, every school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.



School Emergency Card For Parents

Important information you should have in the event of a school emergency.

Please remove the attached cards and carry them with you. If the attached cards are missing, you may call (845) 855-2151 for another.

The Pawling Central School District Emergency Procedures

Do not go to the site unless officials ask you to.
Get accurate information through:

- Phone message and/or e-mail
- Recorded message at 845-855-4600
- www.pawlingsschools.org

Do not listen to rumors.
Tell your child to cooperate with officials.

PAWLING CENTRAL SCHOOL EMERGENCY CONTACT INFO

DISTRICT WEBSITE	WWW.PAWLINGSSCHOOLS.ORG
ELEMENTARY SCHOOL	(845) 855-4630 / 855-4631
MIDDLE SCHOOL	(845) 855-4653 / 855-4131
HIGH SCHOOL	(845) 855-4620 / 855-4621
DISTRICT OFFICE	(845) 855-4600
TRANSPORTATION	(845) 855-4640 / 855-4641