

# ISLAND PARK UFSD

Administration Offices

99 Radcliffe Road,

Island Park, NY 11558

## EMERGENCY PLANNING · A GUIDE FOR PARENTS

The Island Park Schools have always been serious about being prepared for emergencies. Each year, the District's entire Emergency Plan is reviewed and updated to meet New York State regulations. The plan addresses an enormous range of issues, from dealing with the onset of a crisis situation, to addressing the psychological and emotional needs of students and adults in its aftermath.

When an emergency occurs, the first and foremost concern of every administrator, teacher, and staff member is the safety of the children in our care. This guide provides a brief description of how the school district will manage an emergency and how parents can support these vital efforts.

### GENERAL INFORMATION:

The Island Park UFSD has established a **District-Wide School Safety Plan (which is posted on our website)** and a **Building-Level Emergency Response Plan** for each School Building in the District. **The Building-Level Emergency Response Plan is a confidential document which cannot be shared with the public.** Each of these plans is coordinated with police, fire and other officials in the county and state-wide agencies.

### WHAT ARE THE SCHOOL SECURITY PROCEDURES?

All doors that lead to the outside are locked when school is in session. In order to enter the building, parent(s)/visitor(s) may only enter through the main entrance and must obtain a visitor's pass. Everyone is required to have an appointment in order to meet with a teacher or administrator. Any unauthorized person on school property will be reported to the school Principal or designee. Unauthorized persons will be asked to leave. Those seeking information about our schools will be directed to Central Office Administrators in the Conference Center, where we do not have children in the building. School personnel are required to wear photo ID badges for identification purposes. Children are instructed to look for these ID badges; they know these individuals are "safe" adults from whom they can always seek assistance. Visitors are required to wear a temporary badge which indicates an individual is an authorized visitor.

### HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

The Superintendent of Schools or Designee may implement one of the following emergency response procedures:

1. **Go-Home-Early:** Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of family/guardians, and identify students with special needs. **No student will be released to an empty home.**
2. **Shelter:** Keeps students and all employees in their buildings in a secure location when it is safer to stay inside than go out. Generally, sheltering is for a short time until it is safe to either evacuate to another building, or to send students home. However, the District is prepared to shelter students as long as necessary. This option may even be utilized during a bomb threat, depending on the information at hand.
3. **Evacuation:** Requires all building occupants to leave the building and go to a pre-determined, safe location outside of the school building. Evacuation could mean going outside to the evacuation site until the danger has passed. It could also mean going to the evacuation site with the intention to be **transferred** to another location. Circumstances in which this could happen would include severe weather outside, or a very dangerous hazard that requires students to be out of the area of the school. Evacuation locations are not given out to the general public for safety reasons. However, if students are transferred to another location, parents/guardians will be notified as soon as students are settled and safe.
4. **Lockout:** A lockout is a procedure which allows the school to continue with a normal day inside the building, but locks out any unauthorized persons so that they cannot enter into the building. A situation which could

warrant this would be a dangerous person or threat in the community or area. **Parents will be notified.** Please note, **students will not be released to parents/guardians when a lockdown is in progress.**

- 5. Lockdown:** A lockdown of the building requires all students and staff to remain in the room that they are in, lock all doors and stay out of sight. Students and staff that are in the hallway are to go to the nearest classroom. The presence of an intruder is one reason to invoke this type of response. The only way a lockdown can end is by emergency responders physically releasing all locations that are locked down. **Students will not be released to parents/guardians when a lockdown is in progress. There is a blue flashing light on the outside of each school building that signals parents to remain at the curb or at the specified distance designated by our first responders.**

#### **WHAT KIND OF EMERGENCIES DOES THE SCHOOL DISTRICT'S EMERGENCY PLAN ADDRESS?**

- Criminal offenses such as bomb threats, kidnapping or violent behavior
- Natural hazards such as severe weather
- Environmental hazards, for example, exposure to hazardous materials, fire, explosions, etc
- Medical emergencies including serious contagious disease, accident or illness of a student or staff member

#### **ARE THERE EMERGENCY PLANNING DRILLS?**

**Yes.** New York State regulations require school districts to test their emergency plans in each school building through exercises and drills. Parents/guardians will be informed of these drills, without specific details, to ensure safety.

#### **SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?**

**Not unless directed to do so.** While every parent's natural instinct in an emergency is to go to the school to protect his/her own child, it is important to realize that doing so may significantly affect the District's ability to respond to the situation effectively. For example, cars driving up to the building will restrict access by emergency vehicles that are responding to the emergency, or school buses that are loading children to evacuate them and take them home. The building's faculty and staff will be actively working to ensure the safety of all students. It may seem logical that every student taken home by a parent reduces the responsibility of the staff, but in a fast moving situation that requires a great deal of careful coordination and communication, it actually makes the critical task of keeping track of students more difficult.

#### **HOW WILL PARENTS/GUARDIANS AND STUDENTS BE REUNITED?**

If the district deems the school building or main entrance inaccessible, an area will be designated for parents to pick-up students. Parents will be informed of this. Photo identification must be shown in order for a student to be picked-up from the reunification area.

#### **WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?**

Every school building has a plan of action to evacuate any student with special needs.

#### **WHERE CAN I GET INFORMATION DURING AN EMERGENCY?**

Chances are you may have difficulty reaching school office personnel by phone, should you try. **The school will be making every effort to contact you through our automated calling system and our website.** The schools have every child's emergency contact information that they have readily available for emergencies.

#### **WHAT CAN I DO TO PLAN AHEAD?**

The two most important things you can do are:

- 1. Make sure your child's school has the most up-to-date emergency contact information.** You can update your form by going to the website. On the left side of the screen, under the Welcome message, click on Schools and select either Francis X Hegarty Elementary School or Lincoln Orens Middle School. Then, go to Quick Links, click on the Emergency Information Form for Parent/Guardian. Complete the form and send it to school with your child or drop off the form to the security aide at the main entrance.
- 2. Review with your child any alternative arrangements you have made in case an emergency prevents you from being home to receive your child early or to pick-up your child.** Be sure your contacts on the form know that you have listed them and they will be available for your child in the event of an emergency. We cannot release a child to an adult who is not listed on the form.