



SCHOOL EMERGENCY *Parent Guide*

The Chappaqua Central School District takes emergency preparedness very seriously. We have a comprehensive safety plan that allows our staff and Emergency Responders to respond swiftly should an emergency occur. We provide ongoing crisis management training to school administrators and other key staff members throughout the schools.

Emergency response plans are in place at each school. An Emergency Response Team oversees the plan, and team members have assigned roles and responsibilities should an emergency occur. The team meets regularly to review procedures and Conduct multiple training and drills annually so that students and staff are aware of the most effective and safe emergency response.

HOW TO PREPARE *for a School Emergency*

- Keep your child's emergency information up to date, including alternate phone numbers for you and family/friends you have authorized as your emergency contacts. Notify the School's Main Office promptly if this information changes.
- Talk with your children about the importance of following instructions in the event of an emergency.
- Tell your children NOT to use cell phones. Unauthorized cell phone use could put people at risk during an emergency and may distract students from listening to important safety instructions.
- Have a plan for an emergency, and make sure your children are familiar with the plan.

WHAT TO DO *during a School Emergency*

- 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. Although this may be your first instinct as a parent, your presence may interfere with the emergency response.
- When safe to do so, Chappaqua CSD will communicate via our **Emergency Notification System** (the same way we notify families of snow days and delays).
- Check the district website at: www.ccsd.ws and/or our Twitter @chappaqua_csd
- Tune in to local radio **100.7 WHUD**
- Do not listen to rumors. If your child does contact you, remember that he or she may only know pieces of the larger picture.
- *Remain as calm as possible.* If your child contacts you, they are looking for your reassurance.

HOW TO RELEASE STUDENTS

Normal Dismissal

A normal school day release of students

Early/Late Dismissal

Same as Normal Dismissal but at a different time than normal (i.e. earlier or later)

Controlled Dismissal

This involves a situation where some or all of the students would need to be reunified directly with their parents, guardians or emergency contact.

Information will be sent out via the **Emergency Notification System** as to which students and families may be impacted.

TERMS TO KNOW

SHELTER-IN-PLACE

A course of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed or are without windows.

HOLD-IN-PLACE

If there is an internal incident or administrative matter such as a medical emergency, a maintenance issue, or students fighting in a hallway that would require students and staff movement to be limited, a "Hold-in-Place" may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.

EVACUATION

An Evacuation is used when students and staff need to leave the building as quickly as possible, in the case of fire or other emergency.

The school has procedures for partial or complete evacuation, including a designated safe location to which students may be transported. If students are to be dismissed from that off-site location, parents/ guardians/ emergency contacts will be directed where to pick up their children and will be required to sign out their child, as per our reunification plan (see below). A student will be released only to an adult with proper identification and who is documented as an emergency contact.

LOCKOUT

This is the response to an actual or potential threat from outside the school building. An example of such a threat might be an escaped fugitive, police activity in the nearby area, or a wild animal outside of the school. The primary objective of a lockout is to quickly ensure all students, school staff, and visitors are secured in the school building away from the outside danger. There will be very limited access to the building during a Lockout. Outside activities are terminated and the school day proceeds as normal.

LOCKDOWN

A Lockdown is initiated when any staff member has become aware of an actual or imminent incident that poses an immediate threat in or around the school. The primary objective of a Lockdown is to quickly ensure students, school staff, and visitors are secured in rooms away from immediate danger. Individuals will be kept within locked rooms until the incident is brought to a close by law enforcement personnel.

REUNIFICATION

A formalized process to reunite students with their families. In the event of a major incident or event involving Chappaqua schools, the District may implement reunification protocols. During reunification, parent/guardian/emergency contact will be required to pick up their child at the school or another specified location. Students will not be released to any adult who is not documented as a parent/guardian/emergency contact.

Parent/guardian/emergency contact will be required to show a driver's license or other appropriate identification in order to have their child released. The District may choose to do an off-site or on-site reunification depending on the situation. In some cases a full reunification is not required and the District may decide to release a specific group or groups of students via "normal" means, such as students who are walkers may have to undergo reunification while students who are bussed may be sent home normally. The safety and welfare of our students is paramount and these decisions will not be made lightly.

Please note: We are required to have four Lockdown Drills, and eight Evacuation Drills per school year. While this is the minimum, there will be additional drills throughout the year.

SAFETY IS OUR PRIORITY

The Chappaqua Central School District is committed to making school safe for students and staff. We work closely with local and State agencies, including police, fire, emergency medical services, and public health officials to ensure that we are well prepared and children are protected.

Please know that, should an emergency occur, we will do what is necessary to protect children first and then inform you as quickly, accurately and fully as we can. Communication with parents during an emergency is an important priority for the District. In the event of an emergency, communication will be via our Emergency Notification System (the same way we notify families of snow days and delays). Please be patient and understand if we are unable to respond to you as completely or quickly as you would wish. Our first priority is the safety of our children and staff in the school.

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 situation. 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 direct you to a safe place where we can brief you on developments.

We appreciate your ongoing support as we coordinate our efforts to ensure the safety of our students.