

**Family Emergency**

**Response Booklet**

# FAMILY EMERGENCY RESPONSE BOOKLET

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## **SCHOOL SAFETY IS EVERYONE'S BUSINESS**

The world is a potentially a more dangerous place for our children than in the past. During the school year, children spend about a third of every day in and traveling to and from school. One of the school's major responsibilities is to provide for the safety of our students through instruction, planning, practice drills, and parental education. New York State passed The Schools Against Violence in Schools Act (Project SAVE) that required New York State public school districts with developing school safety and security procedures, crisis management plans and emergency response capability by July of 2001. Initial plans were developed and implemented by our school district in accordance with Project SAVE regulations.

The terrorist attack on the World Trade Center on 9/11/2001 added a new urgency to the capacity of our schools to prepare and respond to emergency events. In response to the new threat, Congress instituted an Emergency Response Crisis management Grant to assist schools in developing comprehensive emergency response and school safety plans. The School Safety/Emergency Grant is entering in the preparation phase, which emphasizes training for staff and students, communication of behavioral expectations to students, staff, parents and community. This Family Emergency Response Booklet is designed to provide parents with essential information about school security, drills and emergency response procedures in our district and your child's schools, emergency communication procedures to parents, and other pertinent information.

Please read this booklet carefully. Keep it in an accessible place. Complete the Family Plan section and discuss it with family members. Let the people that you have designated as emergency back-ups know your family plan. If you have any questions or comments, please contact your child's building principal.

## **General Security Procedures**

### **School Security Expectations**

The idea of having to tightening school security practices in schools is a troubling thought. However, we find ourselves in an increasingly more dangerous world of terrorism and increasing school violence. It is important to know that your school has been required by law to develop a set of detailed plans to ensure the safety of your child and the general school population. The following information is offered to increase your understanding of the security measures being instituted by schools and expectations for your response to help your school provide the safest possible school environment.

### **Standardized Security Procedures**

#### **What are your school's security procedures?**

- We use a Monitored Point of Entry System.
  - *Entrances are monitored at the beginning of the school day.*
  - *All doors locked following student arrival.*
  - *A single staff monitored entrance (usually front door) will be used for visitors.*
  - *Exterior doors are checked during the day to insure they are closed and locked.*
  - *Visitors are required follow a standardized sign-in procedure.*
  - *All staff wear visible ID Badges*
- *Staff supervisors with outside responsibility will have communication capability with the office throughout the day.*
- *Students who are outside for physical education or recess will practice rapid entry into the building and evacuation to an off-grounds sheltering site.*
- *Staff will wear visible identification during the school day.*
- *Empty rooms will be kept locked during the day.*
- *Facilities housing emergency shut-offs are labeled, inspected frequently, and locked.*
- *Classrooms will have emergency supplies and information in "Go Bags."*
- *Parents are asked to drop student materials at the visitor station or main office.*

### **Standardized Visitor Protocols**

#### **What are our visitor sign-in procedures?**

It is essential that all visitors sign-in at the entry station when entering during the school day. All visitors need to be accounted for during the school day.

#### **WELCOME TO OUR SCHOOL!**

- *All visitors are required to sign-in at the entry station at the single point of entry.*
- *You may be asked to show picture ID when you sign in if we don't know you.*
- *You will be asked to let us know whom you are visiting at school.*
- *You will be asked to wear a visible Visitor's ID Badge.*
- *You may be asked to wait for an escort and limit your movements to designated areas.*
- *You are required to sign-out upon departing.*

**THANK YOU FOR HELPING TO KEEP OUR STUDENTS SAFE!**

### **What if I wish to visit the school to meet with a school staff member or visit my child's classroom?**

It is best to make an appointment to meet with a staff member or visit your child's classroom. In that way, you will be sure to be able to speak with the teacher, principal, or other staff member you wish to meet. Additionally, a classroom visit can be arranged that doesn't interrupt the flow of instruction in your child's class. You can make an appointment by calling the school's main office.

### **What if my child has forgotten their lunch, homework, musical instrument or other item?**

If you wish to deliver something your child has forgotten, please take the item to the visitor's station at the main entrance and the greeter will make sure it gets to your child or direct you to the main office.

### **What if I wish to pick-up my child early or drop-off my child off during the day?**

Please go to the visitor's station and the greeter will direct you to the office. A secretary will help you with the drop-off or pick-up procedure.

## **Standardized Student Sign Out Procedures**

### **What are our sign-out procedures?**

There are three procedures. The **Type A** procedure will be used most of the time. The other two will be used exclusively during emergency situations.

#### **Type A – Regular Sign Out Procedure (Used in normal situations.)**

- *A request to sign out a student is made at the office.*
- *An ID is checked if, the parent or designee is not known to us.*
- *A person picking up a child, other than the parent, must be on the sign out list.*
- *They will be required to show a picture ID.*
- *Student will be sent to office to meet with parent or designee for departure.*

#### **Type B – High Volume Sign Out Procedure (Complex emergency situations!)**

- *In a **Type B Procedure** an alternative site in the building will be used for sign out requests. (Follow the direction of school personnel.)*
- *Parent or designee ID is required and will be checked in all cases.*
- *Students will be sent to the designated alternative site to meet the parent for departure.*
- *Students not picked up will be housed and supervised until a parent or designee arrives or until district bus transportation is available.*

#### **Type C – Off-Site Sign Out Procedure (When the school has been evacuated!)**

- *The **Off-site Center** will used to reunite students with parents or assigned designees.*
  - *Parent or designee ID is required and will be checked in all cases.*
  - *Students will be released to their parents or designees.*
  - *Students not picked up will be housed/supervised until a parent/designee arrives or until district bus transportation is available.*
- Students will not be released to persons not listed on pick-up forms!**

## **Standardized Drop-off/Pick-up Procedures**

### **What are the *Drop-off/Pick-up* management procedures before, during and after school?**

- *Adequate staff will be assigned to direct traffic before and after school.*
- *Designated dedicated bus drop-off and pick-up areas will be provided.*
- *A separate area for parents to drop-off/pick-up students will be provided whenever possible.*
- *Parent traffic in the bus drop-off/pick-up area will be prohibited until all buses have completed emptying or loading. Parents are expected to follow the direction of school staff directing traffic.*
- *Please use the Visitor Parking areas provided at all our buildings.*
- *Every attempt will be made to keep all vehicles from parking within 100 feet of the front (primary) entrance of the schools.*

### **What are the *Drop-off/Pick-up* management procedures in emergency situations?**

- *In emergency situations we need to keep access to our building open to accommodate emergency personnel and their vehicles.*
- *Parents are asked to stay at home to receive information and directives or go a designated parent information center.*
- *District personnel and/or local police will be directing traffic during emergency situations. Please follow their directives at all times.*
- *All vehicles will be prohibited from entering school grounds without permission.*
- *The Building Emergency Response Team will release students to parents and designees using one of the **Standardized Student Sign-out Procedures** when the emergency situation has been stabilized.*

## **Standardized Volunteerism Protocols**

### **What are the safety requirements for school volunteers?**

Volunteers defined for the purpose of this policy are volunteers who come in contact with students for protracted periods of time. This includes, but is not limited to any overnight field trip chaperones, volunteer coaches and volunteer student club advisors.

- *Volunteers shall complete a questionnaire--which may be changed from time to time-- assuring that the volunteer has not been convicted of a crime, is not under indictment for a crime or under current investigation for a crime.*
- *Such form shall act as a release authorizing that the District have a criminal background check performed in its discretion.*
- *Misrepresentation on these forms will result in immediate disqualification for any volunteer service within the Pine Plains Central School District.*
- *School volunteers shall be expected to abide by all applicable laws, District policies and administrative procedures when performing their responsibilities.*
- *Authorized volunteers will be issued an ID Badge to be worn while in the school.*
- *Staff members wishing to use volunteers must receive administrative approval.*
- *Volunteers must work under the direction of a staff member.*

## Expectations for Parents in Emergency Response Situations

It is common for concerned parents to immediately come to school in response to an emergency situation. This is a natural parental reaction to the possibility that a child may be in danger. It is important to know that your school has been required by law to develop a set of detailed plans to ensure the safety of your child and the general school population. The following information is offered to increase your understanding of these measures and expectations for your response to help the District and Building Emergency Response Team successfully manage the emergency.

### Standardized Parental Emergency Notification

#### **How will I be notified about emergency situations, procedures, and directives?**

The District has the responsibility to notify parents about emergency situations at your child's school as soon as it is practicable. The following methods of communication have been established and may be used to notify parents about emergency situations.

➤ **Rapid Dialing System**

*This is a rapid automated dialing system that allows the district to call all parents at multiple numbers to alert them of an emergency situation. It can be used to call home phone numbers, work numbers, cell phone numbers, and other emergency numbers in an attempt to reach parents with accurate emergency information. The District also uses this system to send out emails about important and time-sensitive information.*

***(It is necessary for parents to submit contact numbers to be on the system.)***

*You can do this by filling out the emergency phone contact form at the beginning of each school year. It is important to notify the school when you add or change a phone number.*

➤ **Parent Information Centers**

*In some emergency situations, the district may choose to set-up off site Parent Information Centers. When this is the case, parents will be notified of the location and times the center will be open. School and District representatives will be available at the Parent Information Centers.*

➤ *Local radio, cable TV, and district website may be used to communicate accurate information.*

➤ *Parent letters and memos may be sent home with students to provide information about an emergency event, services available during off school hours, and directions about the next day.*

## **Student Cell Phone Usage in Emergency Situations**

### **May my child use a cell phone to contact me in an emergency situation?**

We require that all student cell phones be turned off/not used during emergency situations. This is especially important during lockdowns, lockouts, bomb threats, building evacuations, and emergency sheltering situations. It is essential that all emergency communication be directed by the school personnel to ensure accurate communication to emergency providers and avoid confusion. In bomb threat situations, cell phone usage could trigger a bomb. In a lockdown that involves an intruder or targeted violence, a ringing cell phone could help an intruder locate a hidden class or group. Additionally, overuse of cell phones during an emergency situation causes miscommunication of information and has caused communication systems to malfunction due to system overload.

- During emergency situations staff and students have been directed to turn off cell phones.
- During emergency situations staff and students have been directed to use cell phones only with permission.
- Parents will receive accurate information about an emergency from the district using one or more of the emergency notification systems described above.
- Following the stabilization of the emergency situation, students needing to speak with a parent may receive permission to call a parent.

Please talk with your child about the importance of following these guidelines and directions.

## **Standardized Emergency Response Procedures - Sheltering**

### **Lockdown**

#### **What is a lockdown and how will my child be protected?**

The **lockdown** is the security procedure used when students and staff are in immediate danger. *It requires immediate police response to the building and includes:*

- *Removing all students and staff to designated secured areas;*
- *Rooms will be locked, shades pulled, and students sheltered out of sight.*
- *Cell phones and computers turned off;*
- *Attendance will be taken;*
- *All students will remain quiet until an all clear is sounded.*

The lockdown is primarily designed to take all people out of harms way in anticipation of a police response to the scene. (2-5 min.)

**Recommended Parent Response:** *Remain at home to receive updated information. This will be communicated through radio, cable TV, our website, e-mail, and/or our automated rapid dial phone system. The police will be in control of the school and will keep parents away from the building until an all clear is signaled and the school is returned to school authorities. The available Emergency Team members will meet to develop immediate response strategies to include parental communication and student dismissal procedures. Coming to the school will only complicate the response by school personnel and emergency providers.*

## **Hold In Place Plan**

### **What is a Hold in Place and why is it used?**

The **Hold in Place** is a security procedure used when students and staff are asked to remain in place until an all clear is called. It is typically used in medical emergencies, during a search, following a failure in a mechanical system, during a student altercation, or in situations where school administration wants to limit student movement temporarily. The building administrator announces the Hold in Place and procedures include:

- *All staff and students remain in their classroom or area until further notice.*
- *All cell phones are not to be used during the Hold in Place.*
- *Computer use is limited to staff members.*
- *Class instruction will continue as normally and class time may be extended.*
- *Careful attendance is taken and missing students will be accounted for.*
- *All students and staff will remain in place and wait for directions from the administrator.*

**Recommended Parent Response:** *Remain at home to receive updated information. This information will be communicated via radio, cable TV, our website, e-mail, and/or our automated rapid dial phone system. Staff supervision will be increased. Parents coming to the school will only complicate the response by school staff and emergency providers.*

## **Lockout Plan**

### **What is a Safety Hold and what procedures are in effect?**

The **Lockout** is a security procedure used when there is a potential danger against an individual or school or when a danger exists in the vicinity of a school. The Safety Hold often requires an immediate police response and includes considerations of the following actions.

- *Limited vehicle access*
- *Police presence at school*
- *Exterior doors locked/monitored*
- *Monitored single point of entry*
- *Essential deliveries only*
- *Limited cell phone use*
- *Increased supervision at arrival/dismissal*
- *Suspension of outside recess or PE*
- *Shades pulled and windows covered*
- *Limited access by visitors*
- *Suspension of all after school activities*
- *Security checks daily*

**Recommended Parent Response:** *Remain at home to receive updated information. This information will be communicated through radio, cable TV, our website, e-mail, and/or our automated rapid dial phone system. The school will function in a normal fashion except for outside activity. Staff is on high alert and police may present to offer protection. Parents coming to school may complicate the response by staff and emergency providers.*

## **Other Sheltering Plans**

### **What other emergency situations that can lead to sheltering students?**

**sheltering** is a security procedure used in response to natural disasters, weather-related, environmental, or accident-related emergencies.

Variations in sheltering include:

- **In class “duck and cover”** procedures in response to surprise weather-related events. This procedure is used to provide immediate shelter when an unexpected explosion, strong wind, or structural failure hits a school.
- Sheltering at designated interior sites with structural integrity in **weather-related events**. When there is prior notification of a strong storm or other structural threat, students are moved to designated, structurally secure areas for sheltering. These areas include interior hallways, basements, and spaces adjacent to bearing walls and away from glass.
- **Chemical, Biological, and Radiological Contaminant Sheltering** In the event of a contamination emergency, students are moved to in large group spaces for sheltering. The area is sealed from the inside, ventilation systems are turned off, hazmat teams called to assist with decontamination and evacuation if needed. Gyms, auditoriums, cafeterias, all purpose rooms are best used under these circumstances.
- **Extended time sheltering** (after school and overnight) will be in areas of the building where basic services are available. School plans are in place to provide extended student sheltering in cases where parents are not available to pick-up or supervise their children or when traffic or emergency situations will not permit transport of students.

**Recommended Parent Response:** Wait until the emergency has passed, listen for information about evacuation procedures, and follow direction of the emergency management people. This will be communicated through radio, cable TV, our website, e-mail, and/or our automated rapid dial phone system. Parents coming to the school prematurely will complicate the response by school staff emergency providers.

### Standardized Emergency Response Procedures – Evacuations

#### **Why might students be evacuated from schools?**

Evacuation is the emergency response procedure used to ensure the safety of students when the building has been threatened (bomb threat) or compromised or when critical systems have been damaged or present an immediate danger. This includes **fire, toxic spills, flood, natural disasters and potential acts of terrorism**. The purpose of the evacuation is to first immediately remove students and staff from harms way, then to reunite students with parents in the most effective way possible.

Types of evacuation include:

- Temporary evacuation from school to staging areas on school grounds. This is followed by a return to the building when the emergency is over;
- Evacuation by bus or walking to another district building for sheltering;
- Evacuation by bus or walking to an alternative non-school site for sheltering;
- Evacuation to home when transportation is available; and
- Reverse evacuation from outside areas (fields and playgrounds) into the school when a potential danger exists outside the building.

**Desired Parent Response:** Listen for information from the district as to what has occurred and what the plan for transportation or pick-up is. This information will be communicated through radio, cable TV, our website, e-mail, and/or our automated rapid dial phone system. Parents coming to school prematurely will complicate the response by school staff and emergency personnel.

During a Level Red Emergency in the Metropolitan New York Area, the Pine Plains Central School District plans to evacuate our schools and reunite students with their parents as soon as possible. Schools may remain closed during the response a Level Red Emergency. It is important that all parents develop plans to care for their children if the schools are closed.

### **Preparing for the Unexpected**

#### **What can a parent do to prepare their children for the unexpected?**

*The American Red Cross recommends that families institute the following emergency procedures!*

1. *Create an Emergency Communication Plan to include an out-of-town relative or friend who family members can call to share information about their location and contact information in the event of a disaster. Make sure all family members know the contact number or have it in their possession if needed.*
2. *Establish a meeting place that family member can get to quickly in times of emergencies.*
3. *Assemble a disaster kit. Items should be placed in an easy to carry duffel bag or plastic container and have the following items:*

<i>first aid supplies</i>	<i>a change of clothing</i>	<i>prescription drugs</i>
<i>a sleeping bag or bed roll</i>	<i>flashlight</i>	<i>extra batteries</i>
<i>a battery powered radio</i>	<i>water, food etc.</i>	<i>bottled water</i>
<i>tools</i>	<i>copies of important papers</i>	<i>money</i>
4. *Check on or familiarize yourself about your school's emergency response plan. Ask about our student pick-up authorization protocols, communication, evacuation sites, sheltering protocols, and our evacuation procedures during emergency responses.*
5. *Talk with your child about potential emergency situations both at home, in school or in the community money. Emphasize the importance of cooperating in effective drill procedures at school.*
6. *Get copies of the Red Cross brochures "**Preparing for the Unexpected,**" "**Your Family Disaster Plan,**" and "**Facing Fear.**" These can be acquired on-line by going to [www.redcross.org](http://www.redcross.org)*

#### **What should I know if disaster strikes?**

1. *Remain calm and be patient.*
2. *Follow the advice and direction of local emergency officials.*
3. *Listen to local radio and television for news and instructions.*
4. *If a disaster occurs near you, check for injuries and give/get first aid for injured people.*
5. *If disaster occurs in or near your home use a flashlight to check for damage. Do not use matches or open flames or electrical switches. Sniff for gas leaks. If you smell gas, turn off the main gas valve, open the windows and evacuate the building.*
6. *Shut off any damaged utilities.*
7. *Call your family contact to alert them of the disaster and other pertinent information.*
8. *Do not use the phone again unless there is a life-threatening situation.*
9. *Check neighbors, especially those who live alone, are elderly, or disabled.*
10. *Don't count on police, medical, and emergency response personnel immediately following a major disaster. Services will be strained and personnel overwhelmed.*
11. *Travel will be difficult and be limited to secondary roads. Have an evacuation plan.*
12. *Extensive media coverage, strong public fear, and limited resources may be prolonged.*
13. *Cleanup and a return to normalcy may take months.*
14. *Your family will need to be patient and resourceful. Plan ahead!*

**Taken from "Terrorism: Preparing for the Unexpected" American Red Cross**

**Family Reunification Plan**

*In the event of a disaster, it is necessary for a family to reunite as soon as possible. Please complete the following Family Disaster Plan information, review it with your family members and designated back-up volunteers, make copies for your family members and volunteers, and train them to keep the form in an accessible location. Meeting Place 2 is in case you can't return home. The Family Contact is necessary because local communication is often impossible in a disaster area. It is easier to have family members call an out of state contact to communicate essential information.*

**Family Disaster Plan**

Emergency Meeting Place 1 \_\_\_\_\_  
Outside your home (in case of fire)

Emergency Meeting Place 2 \_\_\_\_\_ Phone \_\_\_\_\_  
Outside your neighborhood

Address \_\_\_\_\_

Community Shelter Site \_\_\_\_\_

Family Contact \_\_\_\_\_  
Person in another state or area

Phone ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

**People Authorized to Care for My Children in Emergency Situations**

\_\_\_\_\_ Phone ( ) \_\_\_\_\_

\_\_\_\_\_ Phone ( ) \_\_\_\_\_

\_\_\_\_\_ Phone ( ) \_\_\_\_\_

### **Building Emergency Management Team (BEMT)**

Project Save requires every school in New York State to have an Emergency Management Team. Our Building Emergency Management Team has been trained and is responsible for planning and practicing for, responding to, and recovering from the impact of a range of emergency events and situations. Our BEMT is responsible for leading our initial response to any emergency event. The BEMT has been trained to manage emergency situations that impact our school. This training is predicated on the concept that all school systems will eventually be faced with significant emergency situations and personnel need to be prepared ahead of time to manage these events by having a proactive plan and practiced behaviors. The goal of this Building Emergency Management Team training is to build proactive, systematic, flexible, and resilient teams. When an emergency comes your way, your students, staff, parents and community will be depending on your BEMT to act decisively and effectively. This can be best accomplished through teamwork, cooperation, and practice.

The BERT has been trained to respond using the National Incident Management System (NIMS) – Incident Command System (ICS) model. In this ICS model, all decisions are made or approved by the Incident Commander (the principal or his/her designee) using selected pre-planned strategies and the advice of specific team members trained in the areas of emergency response; communications, operations, logistics, and security. The BEMT formulates and leads the Incident Action Plan (IAP). Each emergency team member has a responsibility to implement and supervise a part of the IAP. Each member has staff members assigned to assist them with their duties during and following an emergency response. The Incident Command System relies on a strict chain of command in which everyone has a role and reports to a direct superior.

The BEMT has practiced drills with the assistance of our community's emergency response agencies. Together with our community partners, we have worked diligently to prepare our staff and students to respond appropriately in a full range of emergency situations. We ask your help in supporting our plans and efforts by becoming familiar with our emergency procedures and following our directions.

## Glossary of Terms

The following terms and definitions pertain to school safety and Emergency Response and Crisis Management Plans and requirements.

### National Incident Management System – (NIMS – ICS) Terms

**Incident Command System (ICS):** The Incident Command System is a nationally recognized organizational structure designed to handle the management, operations, logistics, planning, communications and finance functions of an emergency operations. The ICS allows for appropriate utilization of facilities, equipment, personnel, procedures, resources and communications during and after a significant emergency event. All public agencies are governed by the same set of procedures, protocols and terminology.

**Incident Commander:** is the highest-ranking official in charge of the emergency response team and operations. In our district, the Incident Commander is the Superintendent or their designee. In our school it is the Principal or their designee.

**Unified Command Team (UCT)** – The Unified Command System is used when more than one agency is involved in the management of and response to an emergency event. The Unified Command Team is under the direction of the ranking member of the lead agency responding to the emergency.

**Incident Action Plan (IAP):** The Incident Action Plan strategies are recommended to and approved by the Incident Commander. The **IAP** is used to manage the emergency response to a conclusion and as a guide in evaluating the effectiveness of the response plan. It is reviewed and revised daily and is the record of the management of the event.

**Emergency Response Protocols (ERP):** Emergency Response Protocols are the preplanned, step-by-step procedures used by schools to manage a school emergency. These include established staff assignments, communication plans, security measures, and space usage.

### District and Building Team Terms (These teams are required under Project SAVE.)

**Project SAVE:** Project SAVE is the NY State law outlining school requirements for emergency management planning and response and for school safety and security.

**District Safety Planning Team (DSPT):** The District Safety Planning Team is responsible for assessing, planning, implementing, and evaluating all district-wide safety related programs and procedures. They are responsible for monitoring all building level safety and emergency plans and teams and the District SAVE Plan.

**District Crisis Management Team (DCMT):** The District Crisis Management Team develops uniform practices, mitigates problem areas, prepares staff, and implements emergency response drills in our school district. The DCMT coordinates district and school emergency response efforts and assists the Building Emergency Response Teams with essential resources during and following an emergency situation.

**Building Emergency Management Team (BEMT):** The Building-based Emergency Management Team is trained to develop local emergency response plans and response to and recovery from emergency events at the building level.

**Post-Incident Response Team (PRT):** The Post-Incident Response Team is made up of members of the clinical and guidance staff and is responsible for the emotional well being of students in the aftermath of a traumatic emergency event.

**Medical Response Team (MRT) –** The Medical Response Team is under the direction of the school nurse and includes staff members with EMT, CPR, and other first aid training. They are responsible for tending to the temporary needs of injured students and staff following an emergency event.

**Public Information Officer (PIO):** The Public Information Officer (PIO) is the superintendent of schools or his or her designee. The PIO is the spokesperson for the district during and after an emergency event.

**Universal Emergency Procedures (UEP):** Universal Emergency Procedures are a set of clear directives that may be implemented in response to a number of emergency situations. These procedures include sheltering, evacuations, and communications procedures.

**Sheltering Process Terms –** Those procedures used when the students and staff remain in the building and or classroom spaces because a potential danger exists outside the building.

- **Lockdown:** A lockdown is a security procedure used when there is an imminent danger present in our building (intruder, hazardous material) and we want our students and staff to remain in the building and get out of harms way.
- **Safety Hold:** A safety hold is a security procedure used when there is a threat to the school, students, and staff from outside the school and the school is the safest place to be sheltered. (Threat from a non-custodial parent, fugitive at large, or other imminent danger in the vicinity of a school) This is also referred to as heightened security plan.
- **Hold in Place:** Hold in Place is a security procedure that requires all students and staff to remain in classrooms until further notice. It is most commonly used during a medical emergency, a school search, or an event calling for a curtailment in student movements.
- **Duck and Cover in Place:** This procedure requires students find immediate cover under desks, tables, doorways and other protective areas in their classroom. This is most often used in reaction to an unannounced weather emergency or an explosion in the vicinity of a school.
- **Duck and Cover in Designated Areas:** This procedure requires the establishment of specific structurally safe areas of a building where students and staff may go for protection from structural damage usually brought on by a weather related event. It is typically used during a weather emergency when the school has prior notice. (Tornados)
- **Sheltering from Contaminants:** This sheltering process utilizes large group spaces to in the school to protect students from the potential effects of chemical, biological, and/or radiological contaminants. This includes the re-deployment of staff, shutdown of exterior ventilation systems, temporarily sealing-off the space, careful attendance procedures and accessibility to necessary supplies and equipment.

- **Sheltering Long-Range:** Long-range or Extended Sheltering is a sheltering process that houses students who are unable to reunite immediately with parents or guardians following an emergency situation.

**Evacuation Process Terms** – Evacuation processes are used when the students and staff leave the building and or area because an imminent danger exists inside the building.

- **Fire –Related/Structural Damage** – This is the standard fire evacuation process practiced regularly by schools.
- **Bomb/Toxic Spill Evacuations:** This includes a building evacuation to an area at least 1000 feet from the effected site, a careful attendance procedure, a search of the site, and police and emergency services response to assist as necessary.
- **Emergency Bus Evacuations** – This is used during an emergency school closing when it is determined students will be taken home or to an alternative site for sheltering.
- **Walking Evacuations:** These evacuations to an alternative site, when buses are unavailable, include provision for adult supervision of students during the walk to alternative site, traffic control, careful attendance procedures, and the use of emergency parent notification and pick-up procedures. Project SAVE requires the identification of two emergency off-site evacuation centers.
- **Reverse Evacuations:** Reverse evacuations are planned rapid returns into the building from playgrounds and athletic fields when an imminent danger exists in the vicinity of a school.

### **Emergency Communication Process Terms**

- **Emergency Notification for Parents:** Project SAVE requires districts to notify parents of school emergencies as soon as practicable. Notification can include a rapid dialing phone notification system, radio/cable TV, e-mail/website postings, and letters home.
- **Emergency Parent Reunification** – Schools are required to develop and use alternative family reunification strategies to be used in emergency situations.
- **Alternative Internal Communication:** School emergency response plans provide for redundant communication systems to keep staff informed and updated about emergency situations.