

EMERGENCY PLANNING

A Guide For Parents

General Information

The Jericho School District has established Emergency and Safety Plans for each school in the district. Each of these plans is coordinated with police, fire and other officials in county and/or state-wide agencies.

There are five general categories that the plan addresses. These include:

Criminal Offenses

Bomb threats, kidnapping or violent behavior

Natural Hazards

Severe weather

Environmental Hazards

Exposure to hazardous materials,
fire, explosion or plane crash

Medical Emergencies

Serious contagious disease, accident or
terminal illness of a student or staff member

Death/Suicide

Of a student, staff or family member

Where Can I Get Information During An Emergency?

Chances are that you may not be able to reach the school by phone even if you try. We will be making every effort to contact you. While the district has internal, backup communications systems for emergencies, the telephone is still a vital link. The principals have a copy of every child's emergency contact information that they carry with them during an emergency.

Additionally, information will be posted on the district website, www.jerichoschools.org, throughout the course of an emergency; and e-mail notices with emergency updates will be sent to all registered e-mail addresses. Also, the district utilizes an automated phone call system to alert parents in the event of an emergency. The news media will be apprised of all developments as well. They will be asked to broadcast emergency information as needed. Other sources of information are the building PTA presidents, who will be among the first people contacted by the school.

What Can I Do To Plan Ahead?

The three most important things you can do to plan for an emergency are: make sure your child's school has the most up-to-date emergency contact information; register your e-mail address with your child's school; and periodically review with your child any alternative arrangements you have made in case an emergency prevents you from being at home.

Being prepared for emergencies is a task that the Jericho Union Free School District has always taken very seriously. The district's entire emergency management program is constantly being reevaluated and rewritten, with the help of parents and students who serve on building and district committees, to meet stringent state regulations. The plan addresses an enormous range of issues, from dealing with the onset of a crisis situation to addressing the emotional and psychological needs of students and adults in its aftermath.

The purpose of this guide is to help answer some of the basic questions that parents frequently ask about their role during and after a crisis: Where do I get information? What should I do? Who can I contact for help?

If disaster strikes, the first and foremost concern of every Jericho staff member is the safety of the children in our care. This guide is a brief description of how the school district will manage an emergency and how Jericho parents can support those vital efforts.

Questions about the information in this guide should be directed to your building principal.

Main Office Telephone Numbers:

Jericho High School

(516) 203-3610

Jericho Middle School

(516) 203-3620

Cantiague Elementary School

(516) 203-3650

George A. Jackson Elementary School

(516) 203-3640

Jeffrey Ratner Robert Seaman Elementary School

(516) 203-3630



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How Will The School Respond to an Emergency?

When the Superintendent of Schools and/or his designee determines that an emergency response is required, there are three possible plans of action:

Go-Home Plan:

Returns students to their homes and families as quickly as possible. Schools maintain the names and contact numbers of each child's family and designated surrogates, and identifies students with special needs. At no time are elementary school students returned to unoccupied, unsupervised homes. If there is no one at home to meet an elementary student, the child is returned to school and sheltered until a parent or other designated adult comes to get him or her.

Shelter Plan:

Keeps students in the buildings when it is safer to stay inside than to go out. Generally, sheltering is for a short time during the school day, but the district is prepared to shelter students for 24 hours, if necessary. Areas of each building are identified as the safest space for occupants. A part of the Shelter Plan will be a Stay-Put Plan. In this case, all students will be directed to remain in classrooms until further notice. Students who are not in classrooms will be escorted to a supervised area and remain there until further notice.

Evacuation Plan:

Requires all building occupants to leave and go to a designated site. Evacuation may mean only going outside and away from the building while waiting for the danger to pass. In some circumstances, students and staff may be transported and housed temporarily in another location.

In the event that schools close once the school year has started, updated information will be available on our website at www.jerichoschools.org.

If There Is An Evacuation, Where Will Students Go?

For obvious security reasons, it would be counter productive to announce an evacuation location prior to or during an actual emergency. If it becomes necessary to move students to a secure location outside of their regular school building, school personnel will attempt to reach all parents to notify them of the location to which the children have been moved.



What Provisions Are Made For Students With Disabilities?

Every school has a detailed plan of action to evacuate students who may have special needs.

Are There Emergency Planning Drills?

YES, at least once each year as per state regulations, the school district will conduct a test of its Emergency Plan for sheltering and go-home (early dismissal). Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test. In addition, each school's safety team conducts simulations and drills throughout the school year, including fire drills, lock down drills, and stay-put drills.

Should I Pick My Child Up At School During An Emergency?

NO

We ask parents NOT to come to the school 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. For example, cars driving to the building can restrict access by emergency vehicles that are responding to the emergency or school buses that are loading children either to evacuate them or take them home. The staff will be actively working to ensure the safety of ALL the 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 much more difficult.