



# DISTRICT EMERGENCY INFORMATION GUIDE FOR FAMILIES



The Half Hollow Hills Central School District is committed to providing a safe learning environment for all of our students, staff and visitors. In the event of an emergency, it is important for parents and guardians to be familiar with the key information and terms used in an emergency situation. Please take the time to review this information, familiarize yourself with it, and discuss it with your children so everyone is prepared in the event of an emergency.

[hhh.k12.ny.us/safety](http://hhh.k12.ny.us/safety)

## EMERGENCY PLANNING

Administrators work closely with community emergency service providers, police, fire/rescue, and public health officials to ensure that our District's Emergency Plan reflects appropriate practices and our schools are prepared for and can respond to emergencies. The districtwide plan can be viewed by following the link on the last page of this document.

## SECURITY MEASURES

Please note that standard operating procedures require all exterior doors to be locked at all times. Each building has one dedicated entrance for visitors, except for High School East which has two. All visitors must provide a government-issued photo ID, which will be scanned into our Visitor Management System prior to building entry. Staff and all secondary students are required to wear photo identification while on campus.

## COMMUNICATION DURING AN EMERGENCY

The district will provide ongoing information regarding the event, including specific instructions for parent/student reunification, if necessary. Parents and guardians are encouraged to monitor phones and email regularly. Updates will be shared via:



**E-MAIL**



**PHONE**



**WEBSITE**

# Important Phrases To Know

When a school is experiencing an emergency situation, one of the following New York State Emergency Response S.H.E.L.L. protocols may be used to respond to the event.

## SHELTER-IN-PLACE



SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE OF A WEATHER, ENVIRONMENTAL OR BIOLOGICAL HAZARD.



## LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED SCHOOL BUILDINGS DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL. OUR BUILDINGS ARE ALWAYS IN A LOCKOUT STATUS.

## HOLD-IN-PLACE



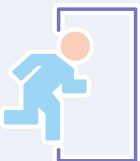
RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.



## LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED CLASSROOMS DURING INCIDENTS THAT POSE AN IMMEDIATE THREAT OF VIOLENCE IN OR AROUND THE SCHOOL.

## E VACUATE



EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

# HOW YOU CAN HELP

Parents play an invaluable role in helping prepare their children for any emergency. As a parent, take time prior to an emergency to discuss with your child why we prepare, practice and talk about fire drills, emergency phone calls and back-up plans. This will help your child understand that if an emergency does occur, having a plan and understanding what to do ahead of time makes the process go smoothly.



Make sure your child's emergency contact information is up-to-date and accurate via the [Infinite Campus Parent Portal](#). If your child requires medication, please be sure it is supplied to the school nurse.



Parents SHOULD NOT come to the school building during an emergency. Doing so can greatly interfere with the efforts of emergency responders to manage the incident.



Please do not call the schools or district during a crisis. In a crisis situation, school phones are needed to manage the situation and lines must remain open. Please also refrain from calling or texting your child. Staff and students are discouraged from using cell phone communication for safety reasons.



Review with your child any alternative arrangements you have made in case an emergency prevents you from being home or picking up your child.



People who are at risk of hurting themselves or others often exhibit warning signs before an act of violence takes place. If you see something that doesn't seem quite right, parents and students are encouraged to report their concerns to the school and local police. The District's Anonymous Safety and Security Hotline can be reached by visiting [www.report-it.com](http://www.report-it.com) or calling 1-877-SAFE-K12 and using the username "HHH" and password "safety".

FOR MORE INFORMATION PLEASE VISIT:

[hhh.k12.ny.us/safety](http://hhh.k12.ny.us/safety)

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