

Crisis, School and Law Enforcement Contact Information

Local Law Enforcement

New York State Police	(315) 736-0122
Oneida County Sheriff's Office	(315) 736-0141
New York Mills Police Department	(315) 736-6623
Village of Yorkville Police Department	(315) 736-8331
Poison Control Center	(315) 476-4766

Do Prepare Your Child

It is important to prepare your children for an emergency situation. Explain how they will be expected to behave, warn them that they may not be able to talk to you right away, and stress that they should listen to their teachers and emergency responders, including law enforcement, who are there to help.

Do Have Your ID With You

When picking up your child from school, please make sure you have proper ID. Even if you are well-known to the staff, there may be other officials or substitute staff involved in a situation, and you should be prepared to verify your identification.

For Immediate Assistance

If you feel your child is a danger to himself/herself or others, call 911 or the Mobile Crisis Assessment Team (MCAT) at (315) 732-6228.

Additional Information:



Jr.-Sr. High School: (315) 768-8124
 Elementary School: (315) 768-8129
 Attendance Office: (315) 768-3378
 Bus Garage: (315) 768-7948

Emergency Response Card

New York Mills Union Free School District

SHELTER-IN-PLACE	HOLD-IN-PLACE	EVACUATE
Used to shelter students and staff inside the building.	Used to limit movement of students and staff while dealing with short-term emergencies.	Used to evacuate students and staff from the building.
Listen for instructions about the situation and your actions.	Listen for instructions about the situation and your actions.	Listen for instructions about the situation and your actions.
Students in hallways should return to assigned classroom, if possible.	Students in hallways should return to assigned classroom, if possible.	Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
Classroom teachers, take attendance.	Classroom teachers, take attendance.	Bring attendance list and class roster.
All other staff assist students, as needed.	All other staff assist students, as needed.	Close the classroom door after exiting.
Move away from windows, if situation warrants.	Listen for updates.	Take attendance when safe to do so.
If instructed, move out of classroom to designated safe area. Stay together at all times.		If evacuating off-site, take attendance before moving from and upon arrival at off-site location.
Take attendance.		Listen for updates.
Listen for updates.		
LOCKOUT	LOCKDOWN	
Used to secure school buildings & grounds during incidents that pose an imminent concern outside of the school.	Used to secure school buildings & grounds during incidents that pose an immediate threat of violence in or around the school.	
Listen for instructions regarding the situation and your actions.	When you hear lockdown announced, you should move quickly to execute the following actions.	
Lock all exterior windows.	If safe, gather students from hallways and common areas near your classroom.	
Leave blinds/lights as they are.	Lock your door. Barricade, if necessary.	
Take attendance.	Move students to a safe area in the classroom out of sight of the door.	
After initial instructions, listen for updates.	Leave windows, blinds/lights as they are.	
Classroom instruction continues as normal.	Keep everyone quiet, silence cell phones.	
All outdoor activities are terminated.	Take attendance, if possible.	
Listen for updates.	Do not communicate through door or answer room phone.	
	Do not respond to P.A. announcements or fire alarm.	
	Stay hidden until physically released by law enforcement personnel.	