

WHITESBORO CENTRAL SCHOOL DISTRICT EMERGENCY RESPONSES

Below is a description of the New York State standardized terminology that the District is using during emergencies. Depending on the nature of the incident, the school will implement one of the following protective actions:

S

SHELTER-IN-PLACE

Used to shelter students and staff inside the building in the event it is safer inside the building than outside. For example, this response might be implemented in the event of severe weather.

H

HOLD-IN-PLACE

Used to limit movement of students and staff while dealing with short-term emergencies, such as maintenance issues or medical emergencies.

E

EVACUATE

Used to evacuate students and staff from the building. When an evacuation is necessary, students can be moved outside on school grounds or to a predetermined shelter site depending on the situation, such as in the event of a fire.

L

LOCKOUT

Used to secure school buildings & grounds during incidents that pose an imminent concern outside of the school.

L

LOCKDOWN

Used to secure school buildings & grounds during incidents that pose an immediate threat of violence in or around the school.



BLUE LIGHTS

External and internal blue lights are used to inform students, staff, and visitors that the building is in Lockdown. The Lockdown may be a drill or in response to an actual emergency. Prominently posted signs regarding our blue emergency lights are located at each main building entrance. These signs advise all visitors to leave the campus if the lights are on. (Call the main office to confirm it is safe to return to the building in the event it was just a drill.)



EMERGENCY AWARENESS FOR PARENTS

PREPARATION FOR EMERGENCY SITUATIONS:

1. Make sure emergency contact information is correct: mailing address, phone numbers, and pick-up information. Your child will only be released to parents and persons identified on the emergency contact list.
2. Keep medical information and medications up to date with the school nurse.
3. Review the emergency response information with your child. Remind them to listen to their teacher/ staff for instructions and to remain calm. Explain to them that they may be moved to a different location in the event of an emergency. Talking with your child ahead of time can help to ease anxiety and fear if an emergency occurs.
4. Keep alert. Report any suspicious behaviors or activities to school administration or law enforcement.
5. "See Something, Say Something!"

IN THE EVENT OF AN EMERGENCY AT SCHOOL:

1. If an emergency occurs, student safety is the first priority.
2. **DO NOT RESPOND TO THE SCHOOL UNTIL NOTIFIED TO DO SO.** Listen for further instruction. Monitor the district's school messenger system and the district's website for official information. Be accessible through the emergency phone numbers you provided to the school.
3. **Students will be held in school custody until the emergency has been declared safe.** If your child will be dismissed directly to your custody or the custody of persons identified on the emergency contact list, they must be signed out.
4. When picking up your child, ensure that you have proper identification with you. During an emergency, pickup procedures may be different and ID may be required to release your child.

DISTRICT INFORMATION

DISTRICT OFFICE
(315) 266.3303 |
(315) 266.3306

**DEERFIELD
ELEMENTARY**
(315) 266.3410

HIGH SCHOOL
(315) 266.3200

**HART'S HILL
ELEMENTARY**
(315) 266.3430

**PARKWAY
MIDDLE SCHOOL**
(315) 266.3175

**MARCY
ELEMENTARY**
(315) 266.3420

MIDDLE SCHOOL
(315) 266.3100

**WESTMORELAND
ROAD ELEMENTARY**
(315) 266.3440