



EDGEMONT SCHOOL DISTRICT

DISTRICT EMERGENCY INFORMATION GUIDE

2024-25

The Edgemont School District is committed to providing a safe environment for students, staff and visitors. In the event of an emergency, it is important for parents/guardians to be familiar with safety protocols that the District has put in place. This guide outlines key information and terms that are helpful to know should an emergency situation arise.

How does the district respond to a wide range of emergencies?

Schools are required to engage in comprehensive emergency planning and training to prevent and manage emergencies in their buildings. Emergencies may include facility failures such as a gas leak, accidents, medical emergencies, severe weather or an intruder in the School. The following protocols may be used individually or in conjunction with one another to respond to a wide range of critical incidents.



LOCKOUT

In response to a security concern outside of the school, a Lockout secures all campus occupants inside the building. Normal operations will continue inside the building. Students will not be released during a lockout and building access is restricted during this time.



EVACUATION

Evacuation takes place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill), where students and staff can safely reach the evacuation location without danger.



LOCKDOWN

In response to an imminent threat in or around a school, a Lockdown is used to quickly ensure all school staff, students are secured in rooms away from immediate danger. Only emergency responders can release each room from lockdown. Barricade the door or exit if the danger is within your locked area.



HOLD-IN-PLACE

A Hold-in-Place may be issued during a non-threatening event such as a medical emergency or a maintenance issue. Hallways are cleared, students are kept in classrooms, and instruction continues.



SHELTER-IN-PLACE

A Shelter-in-Place may be issued when it is necessary to remain inside the building due to exterior hazards such as severe weather. Students are kept in a safe space inside the building until the situation has been resolved.



When and why would the District issue an emergency protocol?

In the event of an emergency situation, please be assured that the District has an emergency management plan in place and that District, schools, and first responders will act accordingly.

The District will provide ongoing information regarding the event, including specific instructions for parents/students to reunite if necessary. Parents/guardians are encouraged to monitor phones (texts/voice messages) and email (Edgemont School District) regularly. Updates may also be posted on the following:

District Website:
[Home - Edgemont School District](#)

What are the daily security measures parents should be aware of?

- Please note standard operating safety procedures require all exterior doors to be locked at all times.
 - All visitors to our schools must enter through the main entrance of each school and provide a government issued photo ID, which will be scanned into the Visitor Management System.
 - All visitors are required to wear a school pass which will bear their photo. Staff are required to wear photo ID while on campus. Students at the Junior-Senior High School are required to wear their ID on the school-issued lanyard while on campus.
-

What to do After an Emergency

It is important to remain calm as children are greatly influenced by their family's sense of well-being.

Provide reassurance that your child is safe.

Families need to be compassionate listeners when their children speak of the crisis. Listen to and acknowledge your child's concerns.

Please seek help from the school, District, or other mental health professionals if you/your child have any concerns.

Do's and Don'ts for a School Emergency

❑ DO make sure your child's emergency contact information is up-to-date and accurate in advance so that we can get in touch with you in an emergency. If your child requires medication, please be sure it is supplied to the school nurse.

❑ DO NOT go to the school campus during an emergency. Doing so can greatly interfere with the efforts of emergency responders to manage the incident.

❑ DO NOT call the individual schools. In a crisis situation, school phones are needed to communicate 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.

❑ DO review with your child ahead of time any alternative arrangements you have made in case an emergency prevents you from being home or picking up your child.

❑ DO NOT listen to rumors. If your child contacts you during an emergency, they may only know a piece of the larger picture. Please refrain from disseminating any information, especially on social media, that has not been verified by school or public safety officials.

❑ DO NOT respond to a child's request to leave school. Tell your child to remain calm and to follow instructions from their teachers.

The Edgemont School District is committed to providing a safe environment for students, staff and visitors and works closely with area Law Enforcement, Fire, and EMS. Each school conducts several drills throughout the school year to help students and staff prepare for possible emergencies. Each year, the District's Emergency Plan is reviewed and updated. The District-Wide School Safety Plan is posted on the [District Web Site](#) Please note that Building-Level plans are confidential for security reasons.

In the event of an emergency situation, please be assured that the District has an emergency management plan in place and that the District, School, Staff, and first responders will act accordingly. Students and staff must follow all instructions set forth by staff and first responders.



Edgemont Union Free School District
200 White Oak Ln
Scarsdale, NY 10583