

The most important thing parents can do is to make sure that all parent contact information is up-to-date and accurate throughout the school year.

School Emergencies

The safety and security of students and staff remain the top priority for the Half Hollow Hills Central School District. This informational brochure is an overview of the procedures that are planned and practiced at all of our schools. These procedures are put into place to better prepare for a building emergency or District crisis. School administrators work closely with community emergency service providers, police, fire/rescue, and public health officials to ensure our District's Emergency Plan reflects appropriate practices and our schools are prepared for and can respond to emergencies.

Key personnel are trained in Federally-endorsed National Incident Management Systems (NIMS) procedures and HHH takes an "all-hazards approach" to emergency preparedness. We are prepared to work in partnership with our area emergency service providers should a critical incident occur in our schools.

Our comprehensive District-wide School Safety Plan (DWSSP) and Building Emergency Response Plan (BLERP) address all types of potential incidents, not because we expect them to happen, but so that we are prepared in case they do. For District security reasons, specific information and details have been omitted from this publication.

We ask that parents review and discuss the information contained in this communication with your child, prior to the beginning of the school year, to be familiar with what to do in case of an emergency.

If you have any questions after reviewing this information, please contact the Principal at your child's school for more information.

Modified School Operations

School Closing is advised when District Administration determines students are safer at home than at school. This occurs with weather emergencies or the loss of a building utility. Parents should check the District website (www.hhh.k12.ny.us) for the most current information.

One Hour Delayed Opening or Two Hours Delayed Opening is initiated when road conditions are unsafe due to bad weather such as snow and/or ice or if there are utility concerns in a particular building. Buses use extreme caution when road conditions are unsafe. School will open one or two hours later than normal depending on area road conditions. Delayed opening means that the opening of school will be later than usual and that school dismissal time will be at the regular scheduled time.

Early Dismissal can occur due to a District weather related or utility concern and the District Administration determines it is in the best interest of students' safety to be sent home early. The District also practices this procedure annually as required under New York State Education Law. These early dismissal dates are posted on the school calendar on the District website.

Emergency Response Protocols

The Half Hollow Hills School District follows the NY State Emergency Response protocol which is often referred to as SHELL. This acronym stands for the five emergency response terms used throughout New York. These terms are: Shelter-in-Place, Hold-in-Place, Evacuation, Lockout, Lockdown. The SHELL document which follows provides a brief but informative summary of the conditions that must exist for the building or district to active one of these responses.

— How Can Parents Prepare Students for An Emergency? —

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. The District's teachers and staff are trained to handle these situations. Parents should talk to their children about remaining calm and following given instructions in the event of an emergency. In these situations, it is important that children understand that parents will be contacted if necessary and that the students will be reunited with parents as soon

as school officials and/or police advise it is safe to do so.

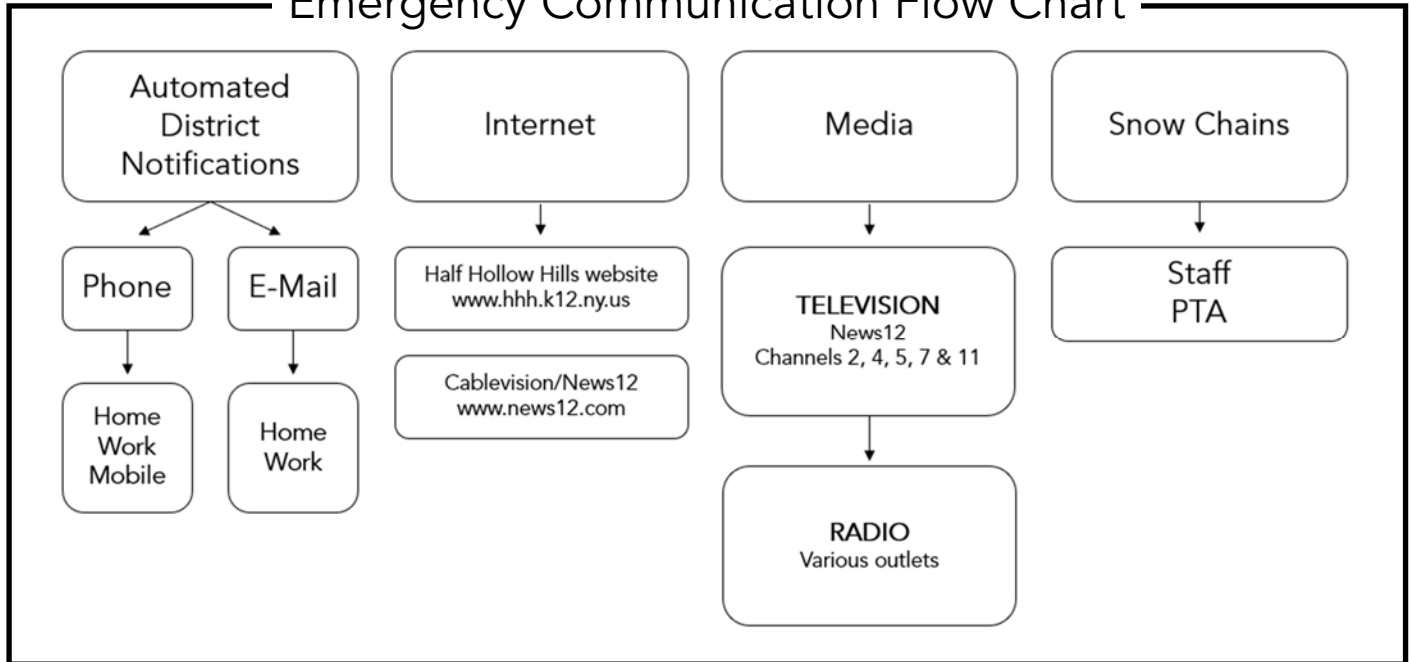
The most helpful response from parents, to any school emergency, is to remain calm and wait for follow-up information from the District Administration. The District Administration understands that it is a natural instinct for parents to want to rush to their child's aid during an emergency. It is important for all to understand that during an event, schools and emergency service providers have made provisions to deal with these incidents. Cooperation in an emergency is essential for the safe and swift resolution of the incident.

Past lessons in school emergencies have proven that the greatest challenge to emergency service providers

and school officials is parents and concerned citizens rushing to the scene to "help". By doing so they create traffic jams that delay emergency responders, adding confusion and delay for help to get to or leave the scene of the emergency. The District will contact you with current and accurate information as soon as it becomes available. For information on How, Where and When to respond to the emergency please follow instructions on the District's website www.hhh.k12.ny.us or from automated telephone or email communications.

Remember...PLEASE DO NOT GO TO THE SCHOOL UNLESS YOU ARE ADVISED TO DO SO.

Emergency Communication Flow Chart



To subscribe to the District's automated notification system, please link to:
hhh.k12.ny.us/tools/parent/subscriptions

..... What Parents Can Do Right Now

- Be sure that all District emergency contact information is current and correct.
- Contact your school immediately when you change work, home or cell telephone numbers.
- Make sure you have back-up people who are authorized to pick up your child if you are detained at work or are unable to respond. Understand that during an emergency, students will only be released to persons who are identified as an emergency contact.
- If your child cannot go home, make sure that he/she has another safe place to go while waiting for a family member to pick him/her up.
- Parents should not direct children via cell phone to leave a school building at anytime. Students must always be signed out of school.
- If a parent is contacted by a student during a building emergency, a parent should keep the conversation short. Advise the

student to follow the instructions of school personnel, tell the student it is going to be all right, stay calm and that the parent loves them.

- Cell phone lines are quickly overloaded during an emergency. District telephone lines become clogged with calls and this interferes with the emergency service provider's ability to communicate vital information during a building emergency.
- Review and practice your home emergency plans with your children so that they know what to do in an emergency at home and at school.
- Put your "In Case of Emergency" (ICE) contact information in your child's cell phone.
- When you are on school grounds, be alert to activity surrounding the school. Report any suspicious activity to a security guard or a building administrator.
- If you see something, say something.

Non-Emergency School Telephone Numbers

Otsego Elementary School	631-592-3600
Paumanok Elementary School	631-592-3650
Signal Hill Elementary School	631-592-3700
Sunquam Elementary School	631-592-3750
Vanderbilt Elementary School	631-592-3800
Candlewood Middle School	631-592-3300
West Hollow Middle School	631-592-3400
High School East	631-592-3100
High School West	631-592-3200

NY STATE EMERGENCY RESPONSE **S.H.E.L.L.**



SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Stay together at all times.
- Take Attendance.
- Listen for updates.



HOLD-IN-PLACE

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

ACTIONS:

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

ACTIONS:

- Listen for instructions about the situation and your actions.
- Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- Bring attendance list and class roster.
- Close the classroom door after exiting.
- Take attendance when safe to do so.
- If evacuating off site, take attendance before moving from and upon arrival at off site location.
- Listen for updates.



LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED **SCHOOL BUILDINGS** DURING INCIDENTS THAT POSE AN IMMEDIATE CONCERN **OUTSIDE** OF THE SCHOOL.

ACTIONS:

- Listen for instructions regarding the situation and your actions.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take Attendance.
- After initial instructions, listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated.
- Listen for updates.



LOCKDOWN

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

ACTIONS:

- When you hear LOCKDOWN, LOCKDOWN, LOCKDOWN announced, move quickly to execute the following actions.
- If safe, gather students from hallways and common areas near your classroom.
- Lock your door. Barricade if necessary.
- Move students to a safe area in the classroom out of sight of the door.
- Leave windows, blinds/lights as they are.
- Keep everyone quiet. Silence cell phones.
- Take attendance, if possible.
- 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.