



PELHAM UNION FREE SCHOOL DISTRICT

# EMERGENCY INFORMATION GUIDE

2024-25

The Pelham Union Free 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 and guardians to be familiar with how the District prevents and manages emergencies. This guide outlines key information and terms that are helpful to know in the event of an emergency situation.



# 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.



## SECURE LOCKOUT

In response to an imminent concern outside of the school, a Secure Lockout secures all campus occupants inside the building. Visitors will not be admitted to the building, and occupants are restricted from leaving. Normal operations will continue inside the buildings. Students will not be released during a secure lockout.



## LOCKDOWN

In response to an imminent threat in or around a school, Lockdown is used to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger. Entry or exit from the school is restricted until the building has been deemed safe by emergency responders.



## REUNIFICATION

In the unlikely event it is necessary for students to be reunited directly with their parent or guardian, the District will provide information via phone, email, and/or text regarding their child's specific location. Students will only be released to a parent/guardian or other adults listed as emergency contacts. Photo identification will be required. The individual picking up the student will be asked to complete a Student Release Form (available onsite).



## EVACUATION

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



## HOLD-IN-PLACE

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

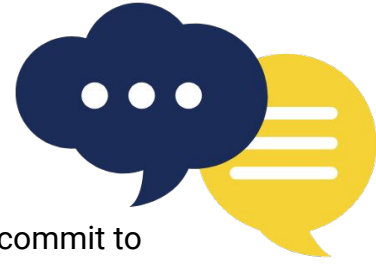


## SHELTER-IN-PLACE

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

This procedure is designed for your child's protection. Please be aware that reunification can be time-consuming, and we appreciate your patience.

# Crisis Communications: What to Expect



When a crisis occurs, our first priority is to ensure the safety and security of our students and staff. We recognize these situations are stressful for families and commit to providing timely, factual information.

To the best of our ability, communication will include:

- Text/email/phone/App notifications via ParentSquare at the start and end of an emergency procedure, such as a lockout or hold-in-place, as appropriate
- Periodic updates during a situation, as warranted via text and/or email
- Specific directions for families as necessary
- A follow-up communication at the conclusion of the situation with additional details about a particular incident, as needed
- Additionally, the District maintains a list of high school student cell phone numbers to communicate via text if they are off-campus during an emergency. Please contact the high school to opt your child in for this service.
- Proactive notification regarding upcoming lockdown drills, in compliance with state law.

Please note that while we do our best to keep the community apprised of any emergency situation, these events tend to evolve rapidly. To ensure that the information shared is as accurate and complete as possible, certain details may not be immediately available while we investigate incidents. Additionally, the District must also consider student/staff privacy issues and potential disciplinary investigations when releasing information to the public.

## How You Can Help



People who are at risk of hurting themselves or others often show 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 a building administrator, school counselor, teacher or other trusted adult. Additional information on identifying warning signs may be found on the Centers for Disease Control and Prevention website. **Please also be aware of the Suicide & Crisis Lifeline, which can be reached by dialing 988.**



Make sure your child's emergency contact information is up-to-date and accurate. If your child requires medication, please be sure it is supplied to the school nurse.



Parents SHOULD NOT respond 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. 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.

# Our Commitment to Safety

The Pelham Public Schools is committed to providing a safe environment for students, staff and visitors. The District works closely with Pelham and Pelham Manor law enforcement, fire, and EMS, so that our schools are well-prepared in the event of an emergency. 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 website. Please note that Building-Level plans are confidential for security reasons.

Please note standard operating safety procedures require all exterior doors to be locked at all times. Visitors must provide a government-issued photo ID, which will be scanned into the Visitor Management Database prior to building entry. Staff are required to wear photo identification while on campus.

**Access the District-Wide  
School Safety Plan**



## 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.



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