



District **EMERGENCY** Information Guide for Families

The Brentwood Union Free School District (BUFSD) is committed to providing a safe learning environment for all students, staff and visitors. It is important for parents, persons in parental relation and guardians to be aware of key information and terms that will be utilized in the event of an emergency. Please take time to familiarize yourself with this guide and discuss it with your children so everyone is prepared and stays safe.

<https://www.bufsd.org/departments/security-school-safety>

Emergency **PLANNING**

Brentwood school safety personnel and administrators work closely with community emergency service providers, police, fire/rescue, and public health officials to ensure our districtwide and school-level safety plans reflect appropriate practices and that our schools are prepared for and can respond to a variety of crisis situations. Our safety plans address all types of potential incidents, not because we expect them to happen, but to ensure we are prepared if they do.

COMMUNICATION During an Emergency

In the event of an emergency, the BUFSD will provide ongoing information to parents and persons in parental relation through ParentSquare, email, and/or text. Regularly check these communication platforms to stay updated. In addition, each school has unique protocols for emergency situations. It is important that you familiarize yourself with the specific procedures and communication channels of your child's school(s) to ensure you receive timely and accurate information. In an extended emergency situation, a designated parent staging area may be established to provide immediate information and instructions.

Parent **NOTIFICATION**

As part of our ongoing commitment to ensuring the safety and security of all students and staff, the Brentwood Union Free School District regularly conducts drills in accordance with guidelines set forth by the New York State Education Department (NYSED). The BUFSD will notify parents and those in parental relations when a drill is scheduled, within one week of the drill occurring. All drills will be conducted in a trauma-informed, developmentally, and age-appropriate manner.

Important Phrases to Know

When a school is experiencing a crisis, one of the following New York State Emergency Response **S.H.E.L.L.** protocols may be used to respond to the event.



SHELTER-IN-PLACE:

To keep students and staff safely inside the building when there is a safety concern outside the building. Students may stay in their classrooms for a continuation of instruction. Sometimes students and staff may need to shelter together in a predetermined safe area of the school, such as for weather emergencies.



HOLD-IN-PLACE:

To keep students and staff in their classrooms while dealing with short-term emergencies, such as a student needing medical help in the hallway. Students stay in their classrooms and instruction continues.



EVACUATION:

To move students and staff from the school building to a safe location.



LOCKOUT:

To secure school buildings and grounds against a danger outside of the school. All students and staff outside move into the school building. Outside doors and windows are closed and locked. Some visitors to the building may not be allowed inside the building. The school day continues as normal.



LOCKDOWN:

To secure school buildings and grounds if an immediate threat of violence happens in the school or outside. Students and staff move from hallways into rooms. Doors and windows are closed and locked and students and staff move away from doors and windows and remain quiet and out of sight.

Reunification: How Can I Be Reunited With My Child?

In the event of a school emergency requiring student and parent reunification, follow these steps:

- **Stay Informed:** You will receive directions to your child's specific location via ParentSquare, email, and/or text messages issued by school or public safety officials.
- **Identification:** Students will be released only to parents/guardians who are documented as emergency contacts. You must present a valid photo ID such as a driver's license, military ID, or passport.
- **Patience:** Understand that the reunification process can be time-consuming. Be prepared for potential delays and stay calm.

PREPARING FOR A SCHOOL EMERGENCY

Parents and persons in parental relation play an invaluable role in helping prepare their children for an emergency. Take time before drills or incidents to discuss with your child why we prepare, talk about the various types of drills they will experience and discuss communication expectations during an actual emergency. Having these conversations ahead of time will improve preparedness and help keep your children safe.

- ✓ Make sure your child's emergency contact information is up-to-date and accurate via the eSchool Parent Portal. If your child requires medication, please be sure it is supplied to the school nurse.
- ✓ Parents **SHOULD NOT** come to the school building during an emergency. Doing so can greatly interfere with the efforts of emergency responders to manage the incident.
- ✓ Stay close to your phone, email and monitor the ParentSquare portal, frequently.
- ✓ Rely only on information from school or public safety officials via official channels. Avoid acting on rumors, or unofficial sources of information.
- ✓ Do not call the school, or your child. For safety reasons, students and staff are often discouraged from using cell phones during an emergency. Overloading communication systems with calls can hinder emergency response resources.
- ✓ Review with your child any alternative arrangements you have made in case an emergency prevents you from being home or picking up your child.
- ✓ People who are at risk of hurting themselves or others often exhibit 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 school staff. The district's Anonymous Safety and Security Tip Line can be reached by calling (631) 972-1555. To report an emergency to the BUFSD, call (631)434-2500, 24 hours a day, seven days a week.

