

Shelter Island Union Free School District

School Emergency Guide for Parents

Safety is a Priority

Shelter Island Union Free School District is committed to making schools safer for students and staff. We work closely with National, State and local safety officials – including police, fire and emergency medical services and public health – to ensure that we are well prepared and that children are protected. We have a comprehensive Emergency Response Plan that makes our staff and our public safety partners respond swiftly would an emergency occur, and we conduct regular training and practice sessions based on that plan.

The Shelter Island School takes emergency preparedness very seriously. We provide regular crisis management training to school administrators and other key staff. We have a School Emergency Response Team (SERT) committee composed of key staff members with assigned roles and responsibilities during an emergency.

These committees meet regularly during the year to review procedures. In addition, every school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.

What is a School Emergency?

By definition, an emergency involves unexpected events and rapidly changing conditions. We train to deal with different kinds of problems, whether caused by natural forces or humans. However, it is impossible to say in advance exactly how we will respond in any particular case.

In general, you should know that we will do what is necessary to protect children first and then inform you as accurately and fully as we can.

If a situation is serious enough to require you to leave your home or workplace, will either ask you to pick your child up or will direct you to a safe place where we can brief you on developments.

Please be patient and understand if we are unable to respond to you as completely or quickly as you would wish, our first priority is your child and the other children in the school.

How to Prepare for a School Emergency

Provide accurate contact information to your child's school. Including alternate phone numbers for you and family / friends you have arranged as your back up. Notify the school promptly if this information changes.

Talk with your children about the importance of following instructions in the event of an emergency.

Tell your children NOT to use cell phones unless permitted. Unauthorized cell phone use could put people at risk.

What to do During a School Emergency

Do not go to the school of an emergency unless officials ask you to, even though a child may ask you to come, and although that is your first instinct as a parent. Your presence may interfere with emergency response.

Get accurate information and directions. Listen for a phone message (at home, office, or on cell). Also check email, text messages, the district website – www.shelterisland.k12.ny.us or News 12.

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Do not listen to rumors; and if your child does contact you, remember that he or she only knows pieces of the larger picture.

Do not respond to a child's request to leave school. Tell your child to remain calm and to following instructions from school officials.

About Lockdowns and Evacuations

What is a lockdown?

Building entry or exit is not allowed. If an internal lockdown is necessary, Police may be summoned if there is a serious problem or potential problem inside the school.

What is lockout?

During a lockout, all exterior doors are locked. This takes place if a problem occurs outside of the school.

How will I know if a school is in lockdown?

The main entrance will be locked, and if possible, a sign will be posted on the front door. The emergency phone notification system will be activated a swiftly as possible.

What should I do if there is a lockdown?

Do not go to the school. Do not attempt to enter the building. This may jeopardize student and staff safety. We will notify you when it is safe to enter. Try to remain patient and clam until the lockdown order is lifted.

If the school is evacuated, how will I locate my child(ren)?

Our school has procedures for partial or complete evacuation, including a designated safe location to which students may be transported. You will be directed to go to a specific location where you will be required to sign your child out. Students will only be released to an adult who is documented as an emergency contact person.