

School #12 Emergency Response Plan Summary for the 2009-10 School Year

Each school is required to have an Emergency Response Plan as a part of the NYS SAVE legislation. Below is a summary of School 12's plan.

In the event of an emergency situation the principal will determine a course of action. This may include lock down or evacuation, as outlined:

Lock Down

The school will be locked down in the event that there is a problem in the local community or an unidentified danger has been brought to the attention of the administration. All doors in the school will be locked and no one from the outside will be permitted to enter. Administration and previously identified staff will notify authorities and secure the building as needed. Area law enforcement agencies will clear the building after the incident or threat is found and removed.

Evacuation

The school will be evacuated in the event there is a medical or safety threat to the students and staff in the building. The normal fire drill bells will be rung and all will follow our normal evacuation procedures. In the event that we are unable to return to the school immediately we will use our previously dedicated shelter sites. They are:

- All primary students and staff will go to the Rochester Childfirst Network (RCN) under the direction of Mrs. Ash-Jones, Assistant Principal
- All intermediate students and staff will go to Highland Hospital under the direction of Mrs. Lori Ayers, Assistant Principal

If there is an issue with inclement weather, evacuation, lock down or other situation that requires students to be picked up early or late:

1. The Connect Ed automatic phone call system (Robo call) will call all members of the school community and give you exact directions on how and when to pick up your children. Please do not call the school as this will clog up the phone lines. This information will also be listed on the RCSD School 12 website page.
2. A bank of tables will be sent up for you to sign your child out and the classroom to be notified. Please do not proceed to classrooms on your own accord. No child will be allowed to leave with an adult until authorized from the office.
3. If this crisis is district wide please listen to local radio and watch local TV announcements for any further information and direction.

There will be a designated person assigned to keep you informed throughout an emergency situation. The plan is available for your review in the main office. Please make an appointment with our Parent Liaison to review this document.