



# DISTRICT EMERGENCY INFORMATION GUIDE

The Public Schools of the Tarrytowns are 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 the way 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.



## LOCKOUT

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



## EVACUATION

Evacuation takes place if it is determined that it is safer outside than inside the building and staff, students, and visitors can safely reach the evacuation location without danger. Examples of possible scenarios include, but are not limited to, a fire, explosion, intruder or hazardous material spill.



## 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.



## 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.



## 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.



## REUNIFICATION

In the unlikely event that 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).

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

# When and why would the District issue an emergency protocol?

In the event of an emergency situation, please be assured that the District has an emergency management plan in place and that the District, school, and first responders will act accordingly.

The District will provide ongoing information regarding the event, including specific instructions for parent/student reunification if necessary. Parents and guardians are encouraged to monitor phones and email regularly. Updates may also be posted on the following:



**District Website**  
[www.tufsd.org](http://www.tufsd.org)



**District Facebook**  
tarrytownschools



**District Twitter**  
ufsdarrytowns



**District Instagram**  
ufsdarrytowns

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## What are the daily security measures parents should be aware of?

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.

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## 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 mental health professionals if you/your child have any concerns.

# How You Can Help



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 as they 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.

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The Tarrytown School District is committed to providing a safe environment for students, staff, and visitors. The District works closely with area law enforcement, fire departments, 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.

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