SOARING TO EXCELLENCE
EASTCHESTER
UNION FREE SCHOOL DISTRICT

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STUDENT & STAFF DISTRICT EMERGENCY INFORMATION GUIDE

2026-2027

The Eastchester School District is committed to providing a safe environment for students and staff. In the event of an emergency, it is important for students and staff 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 to 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 a security concern outside of the school, a Secure Lockout secures all campus occupants inside the building. Normal operations will continue inside the building. Students will not be released during a secure lockout and building access is restricted during this time.

EVACUATION (EVACUATE)

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

LOCKDOWN

In response to an imminent threat in or around a school, a Lockdown is used to quickly ensure all school staff, students are secured in rooms away from immediate danger. Only emergency responders can release each room from lockdown. Barricade the door or exit if the danger is within your locked area.

HOLD-IN-PLACE/HOLD

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

SHELTER-IN-PLACE/ SHELTER

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

EUFSD

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How will the District keep lines of communication open with Staff and Students?

The District will provide ongoing information regarding the event, including specific instructions for parent/student reunification, if necessary. When/If it safe to do so, students and staff are encouraged to monitor phones and email regularly. Updates may also be posted on the following:

For Staff:	For Students:
Parent Square; Social Media Sites	Parent Square; Social Media Sites

What are the daily security measures students and staff should be aware of?

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. All Staff, High School and Middle School students are required to wear photo identification while on campus.

The Eastchester School District is committed to providing a safe environment for students, staff and visitors and works closely with area Law Enforcement, Fire, and EMS. Each school conducts several drills throughout the school year to help students and staff prepare for possible emergencies. At the time that drills are conducted, students and staff will be informed that the activities being conducted are a drill. Advance notice will **not** be given for evacuation drills. 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.

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, Staff, and first responders will act accordingly. Students must follow all instructions set forth by staff and first responders.

EASTCHESTER UNION FREE SCHOOL DISTRICT
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