

DOBBS FERRY SCHOOL DISTRICT

STUDENT & STAFF DISTRICT EMERGENCY INFORMATION GUIDE

2026-27

The Dobbs Ferry 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 means students and staff remain inside locked and secured inside school buildings during incidents that pose an imminent concern outside the school. 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 means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. 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.

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:

Email and School Messenger
(email,text,call)

For Students:

Email and/or Google classroom, Public
Address System

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. Staff are required to wear photo identification while on campus.

The Dobbs Ferry 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.

Dobbs Ferry School District
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SUDDEN CARDIAC ARREST

What Staff & Students Should Know



RECOGNIZE THE EMERGENCY

A cardiac emergency requires immediate action.

Possible signs include:

- Sudden collapse
- Unresponsiveness
- Abnormal breathing or gasping
- Seizure-like movements



WHAT STAFF SHOULD DO

- Remain calm
- Call 911 / ensure 911 is called
- Notify the Main Office
- Have someone retrieve the nearest AED
- Begin CPR/Provide assistance consistent with your training
- Follow the District CERP



WHAT STUDENTS SHOULD DO

- Remain calm
- Immediately notify a staff member or adult
- Never assume someone else has already notified an adult or called 911.
- Provide assistance consistent with your training.
- Follow staff instructions and give emergency responders room to work



CARDIAC EMERGENCY PREPAREDNESS: AEDs are strategically located throughout the District buildings and are available at school-sponsored athletic events held off-site. During the regular school day, at school-sponsored events held on-site, and at off-site athletic events, the District ensures that at least one person trained in CPR and AED use is present, as required by New York State law.

The District provides Sudden Cardiac Arrest awareness training for staff and awareness instruction for students in accordance with New York State requirements.

The District maintains a Cardiac Emergency Response Plan (CERP) for cardiac emergencies or similar life-threatening emergencies occurring at school and during applicable school-sponsored activities.

REMEMBER: If someone suddenly collapses



**Get help
immediately**



Call 911



Get an AED

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SAFE SWIMMING



Tips For Everyone

- Always swim with someone else and keep an eye on each other.
- Pay extra attention to your children around water.
- Consider your health. Medical conditions like a seizure disorder or heart condition can put people at greater risk of drowning.
- Avoid water that is greater than chest deep if you can't swim.
- Don't use alcohol or drugs if you plan to swim.
- Do not dive into water unless you know it is at least 8 feet deep.
- Pay attention to the weather. Never swim during a storm or when you see lightning.
- The safest place to swim is at a public beach or at a pool with lifeguards.

Know the signs of Drowning

Each year, hundreds of New Yorkers drown. It can happen to anyone, anywhere there is water. Drowning occurs quickly and silently. Someone drowning may appear to be splashing or waving when they are struggling to stay afloat. Reduce your risk. Learn basic swimming skills. Consider taking a CPR class. Rescue breathing, first aid, and calling 911 could save a life.



Keep Kids Safe

Kids and teens have the greatest risk of drowning. Always keep little ones within arm's reach, even in the shallow end. Lifeguards and life jackets don't take the place of close adult supervision. Keep kids away from the pool by putting up a strong fence with a locked gate.

Stay Healthy

Germs can spread through water. Avoid getting sick by not swallowing water, and rinsing off before and after you swim. Never swim in cloudy or discolored water. Stay out of the water if you are sick with diarrhea, or if you have open cuts or wounds. Don't pee or poop in the water. Take children on frequent bathroom breaks.

When Boating

Always follow safe boating practices and wear a U.S. Coast Guard-approved (I-III label) life jacket. Air-filled swimming aids, like water wings and floats, should never be used.

More Information

health.ny.gov/SwimSafe