CROTON-HARMON SCHOOLS

CROTON-HARMON UNION FREE SCHOOL DISTRICT

DISTRICT EMERGENCY INFORMATION GUIDE

FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

2026-27

The Croton-Harmon Union Free School District is committed to providing a safe environment for students, staff, parents and guardians. 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 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 a 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.

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.

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.

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 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 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.

How will the District keep lines of communication open with students, staff, parents and guardians?

In the event of an emergency situation, please be assured that the District has an emergency management plan in place and that 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, and Staff are encouraged to monitor phones and email regularly. Updates may also be posted on the following:

For Staff:

Website: https://www.chufsd.org/, Email, ParentSquare, and/or https://www.facebook.com/crotonschools/

For Students & Families:

Website: https://www.chufsd.org/, ParentSquare, and/or https://www.facebook.com/crotonschools/

What are the daily security measures you should be aware of?

Standard operating safety procedures require all exterior doors to be locked at all times. Visitors must have a pre-arranged appointment. Upon arrival, visitors must provide a government-issued photo ID, which will be scanned into the Visitor Management Database prior to building entry. Visitors will then receive a badge which must be worn in a visible location. Staff are required to wear photo identification while on campus as well. Please Visit Croton Visitors Code of Conduct for further information.

Croton-Harmon Union Free School District is committed to providing a safe environment for students, staff and visitors. The District works closely with the Croton Police, Fire, and EMS, so that our schools are well-prepared in the event of an emergency. Each school conducts several drills throughout the school year, in collaboration with local police, 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, updated and posted on the District website. Please note that Building-Level plans are confidential for security reasons.

The Croton Police Department has a regular presence on our campuses either on patrol, visiting our schools or supporting programs. Should you see a police car on school grounds, it should not be a reason for concern as it is likely they are engaging in our programs and supporting our safety initiatives.

If you see something, say something, to school or law enforcement officials. Prevention is paramount. The District provides multiple mental health supports and resources to assist our students and staff. We encourage all school community members to speak up if they see or know something that is of concern.

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

Croton-Harmon Union Free School District
10 Gerstein Street
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https://www.chufsd.org/

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How Parents and Guardians Can Help

- People who are at risk of hurting themselves or others often show warning signs before an act of violence takes place. If you see something that doesn't seem quite right, parents and students are encouraged to report their concerns to school and/or law enforcement officials. Additional information on identifying warning signs may be found on our website: https://www.chufsd.org/, Anonymous Alerts, DHS Website and the APA Website.
- 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 to 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.

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

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SUDDEN CARDIAC ARREST

What Parents Should Know

The Croton Harmon School District is committed to protecting the health and safety of every student, staff member and visitor. While Sudden Cardiac Arrest (SCA) is uncommon, it is a life-threatening emergency that requires immediate response.

New York State requires schools to maintain emergency procedures, Automated External Defibrillators (AEDs), and annual awareness training to help ensure schools are prepared to respond.

RECOGNIZE THE EMERGENCY

A cardiac emergency requires immediate action.

Possible signs include:

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

IMMEDIATE ACTION IS IMPORTANT

Quick recognition, calling 911, CPR and early AED use work together to save lives.

NEW YORK STATE REQUIRES SCHOOLS TO BE PREPARED

- **AEDs are maintained in District facilities and at required school-sponsored activities** 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 individual trained in CPR/AED use is present.**
- The District maintains a **Cardiac Emergency Response Plan (CERP)** to coordinate the response to cardiac emergencies occurring on school property and during applicable school-sponsored events.
- District staff and students receive Sudden Cardiac Arrest **awareness training** annually.

HOW PARENTS CAN HELP

Parents and guardians play an important role in supporting school safety.

- Keep Emergency Contact Information current.
- Notify the School Nurse of any known heart conditions or changes in your child's medical history.
- Encourage your child to immediately notify a teacher, coach or other adult in the event they witness someone experiencing a medical emergency.
- If an emergency occurs, rely on official District communications for accurate information and instructions.

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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

NEW YORK STATE | Department of Health

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