IRVINGTON
UNION FREE SCHOOL DISTRICT

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DISTRICT EMERGENCY INFORMATION GUIDE

FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

Last updated: September 2026

The Irvington Union Free 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 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.

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 along with instructions for meeting your child. 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.

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/ 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 students, staff, parents and guardians?

In the event of an emergency situation, please be assured that the District has a building-specific 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, students and staff are encouraged to monitor phones and email regularly. Updates may also be posted on the following:

For Staff:
Website https://www.irvingtonschools.org/, Email, ParentSquare and/or https://www.facebook.com/IrvingtonUFSD/

For Students:
Website https://www.irvingtonschools.org/, Facebook https://www.facebook.com/IrvingtonUFSD/

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. **All visitors must have an appointment prior to visiting campus.** 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.

The District works closely with the Irvington Police Department, 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 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.

Our collaboration with first responders includes regular communication, planning for emergency situations, observation of school emergency drills and facilitation of and participation in related training. The Irvington Police Department has a regular presence on our campuses either on patrol, visiting classrooms or leading 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. Research has proven that most incidents could have been prevented or mitigated by reporting and identifying any early warning signs. Examples *may* include allusions to suicide, body harm or weapon possession/fascination.

How Parents and Guardians 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 or law enforcement officials. Additional information on identifying warning signs may be found on the following websites: https://www.irvingtonschools.org/, DHS Website, 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.**
- ❏ Review with your child any alternative arrangements you have made in case an emergency prevents you from being home or picking up your child.
- ❏ Speak with your child(ren) about the importance of following instructions from school and law enforcement personnel in the event of an emergency.
- ❏ Parents **SHOULD NOT** come to the school building during an emergency. Doing so can greatly interfere with the efforts of emergency responders and school staff who are managing the incident. The schools will use our Emergency Community Notification system to provide frequent updates and instructions if needed. **Wait for reunification instructions from the school prior to coming to a school building.**
- ❏ Please do not call the schools. In a crisis situation, school phones are needed to manage the situation and lines must remain open.

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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Be SMART Gun Safety 2026-27

Providing our students and staff in the Irvington Union Free School District with a safe educational environment remains one of our top priorities. This includes keeping our students safe from gun violence. As part of our ongoing commitment to providing a safe and secure environment for all members of our community, our Board of Education will pass an important resolution at the meeting on Tuesday, April 22, 2025. The *School Board Secure Storage Notification Resolution for States with Secure Storage Laws* requires adults to securely store their firearms where a child 16 years or younger lives or visits. Please click here to view the resolution that was adopted by the Board of Education on April 22, 2025.

This necessary resolution is based on multiple studies of all types of school-based gun violence that show that keeping guns secured and out of a student's reach is a critical way to reduce violence. In a recent study of school violence incidents across the country, it was determined that 76 percent of the firearms were obtained from the home of a parent or close relative.

While guns present a danger to our schools, the risk does not end there. Unsecured guns in the home or in vehicles pose a risk to students outside of school. Even if you do not own a gun, your children may encounter one at the home of a friend or relative. Every year in the United States, nearly 400 children under the age of 18 are unintentionally injured or injure others. That's more than one per day. Additionally, almost 1400 U.S. children and teens (ages 1-19) die by gun suicide each year. In most of these incidents, the gun used was one that belonged to someone in their home.

New York State law requires gun owners to secure their firearms if children under 16 years old or younger live in or visit the home. All firearms need to be in a gun safe or locked with a trigger guard or similar gun locking device. Firearms need to be unloaded and stored separately from ammunition.

Children often know where their parents' guns are kept, but they can't always tell the difference between real and toy guns - 87 percent of children know where their parents' guns are kept and 60 percent have handled them. Simply put, if guns are left loaded and unsecured in a home, children are at risk and research shows that secure firearm storage practices are associated with up to an **85 percent reduction** in the risk of firearm injuries among children and teens. Secure storage of firearms protects any child in the home as well as other children throughout the community.

Be Smart for Kids is an organization dedicated to promoting responsible gun ownership and keeping all children safe from gun violence. Click here to learn more and download helpful resources; including a secure storage fact sheet, information about talking to your children about guns, and facts and resources on child firearm suicide.

Secure all guns in your home and vehicles.
Model responsible behavior around guns.
Ask about unsecured guns in other homes and vehicles
Recognize the role of guns in unintentional injuries and suicide.
Tell your friends and neighbors to **Be SMART**.

Let's work together to keep our students and staff safe from gun violence, in school and at home.

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SUDDEN CARDIAC ARREST
What Parents Should Know

The Irvington 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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