

DISTRICT EMERGENCY INFORMATION GUIDE

2019-2020

The Dobbs Ferry School District is committed to providing a safe environment for students, staff and visitors. In the event of an emergency, it is important for parents/guardians to be familiar with safety protocols that the District has put in place. This guide outlines key information and terms that are helpful to know should an emergency situation arise.



How does the District respond to a wide range of emergencies?

Schools are required to engage in comprehensive emergency planning, training and drills to prepare for 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 an **imminent concern outside of the school**, a Lockout secures all campus occupants inside the building. Visitors will not be admitted to 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** (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.



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.



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.



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 we must either **evacuate students to an offsite location**, or it is **necessary for students to be reunited directly with their parent/guardian at their school**, 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 pickup 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 District, schools, and first responders will act accordingly.

The District will provide ongoing information regarding the event, including specific instructions for parents/students to reunite if necessary. Parents/guardians are encouraged to monitor phones (texts/voice messages) and email (from Dobbs Ferry School District) regularly. A designated phone line you can call for a recorded message with updated information will be available if warranted. Updates may also be posted on the following:

District website: www.dfsd.org
District Facebook page:
www.facebook.com/dobbsferryschooldistrict

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.
- All visitors to our schools must enter through the main entrance of each school and provide a government issued photo ID, which will be scanned into the Visitor Management Database.
- All visitors are required to wear a lanyard containing their school pass which will bear their photo. They will then be escorted by security or a staff member to and from their destination.
- Staff are required to wear photo ID while on campus.

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.

Do's and Don'ts for a School Emergency



DO make sure your child's emergency contact information is up-to-date and accurate in advance so that we can get in touch with you in an emergency. If your child requires medication, please be sure it is supplied to the school nurse.



DO NOT go to the school campus during an emergency. Doing so can greatly interfere with the efforts of emergency responders to manage the incident.



DO NOT call the individual schools. In a crisis situation, school phones are needed to communicate 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.



DO review with your child ahead of time any alternative arrangements you have made in case an emergency prevents you from being home or picking up your child.



DO NOT listen to rumors. If your child contacts you during an emergency, they may only know a piece of the larger picture. Please refrain from disseminating any information, especially on social media, that has not been verified by school or public safety officials.



DO NOT respond to a child's request to leave school. Tell your child to remain calm and to follow instructions from their teachers.

The Dobbs Ferry School District takes emergency preparedness very seriously. The District works closely with area law enforcement, fire department and EMS so that our schools are ready to respond in the event of an emergency. Each school conducts several drills throughout the school year to help students and staff become familiar with emergency procedures. The District's Emergency Plan is reviewed and updated annually. You can view the District-Wide School Safety Plan on the District website. Please note that Building-Level plans are confidential for security reasons. (If you have further questions, please contact the District's Safety and Security Emergency Preparedness Coordinator Mike Nemeth at nemethm@dfsd.org).