



### SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?

Not unless directed to do so. While every parent’s natural instinct in an emergency is to go to the school to protect his/her own child, it is important to realize that doing so may significantly affect the District’s ability to respond to the situation. For example, cars driving up to the building will restrict access by emergency vehicles that are responding to the emergency or school buses that are loading children to evacuate them or take them home. The building’s staff will be actively working to ensure the safety of all students. It may seem logical that every student taken home by a parent reduces the responsibility of the staff, but in a fast-moving situation that requires a great deal of careful coordination and communication, it actually makes the critical task of keeping track of students more difficult.



### HOW WILL PARENTS/GUARDIANS AND STUDENTS BE REUNITED?

An area will be designated for parents to pick up students. Photo identification must be shown for a student to be brought to the reunification area.



### WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?

Every school building has a plan of action to evacuate any student with special needs.



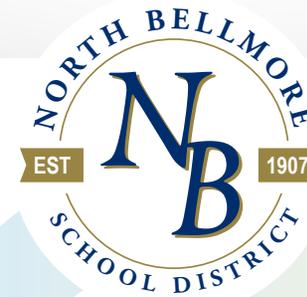
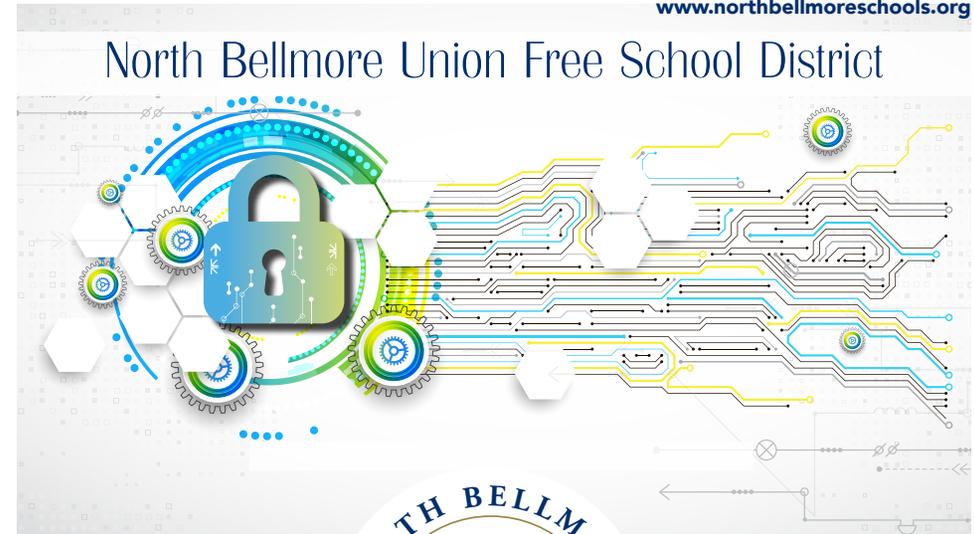
### WHERE CAN I GET INFORMATION DURING AN EMERGENCY?

Since all staff members will be engaged in addressing the emergency, chances are that you will have difficulty reaching the school by phone. The school will be making every effort to contact you through the automated calling/emailing systems and share information via our website. The schools have every child’s emergency contact information that they have readily available for emergencies. Should our automated systems not be available, other sources of information include Optimum TV News 12 and other local media.

As always, the District will continue to work diligently and strategically to keep all members of our learning community safe. Please be advised that we continuously assess and adjust our safety protocols in accordance with New York State and local law enforcement guidelines and in response to our safety drills.

#### The Districtwide School Safety Plan

The Districtwide School Safety Plan (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.



## Emergency Guide for Parents 2020-21

The North Bellmore School District has always made emergency planning a top priority. Each year, the District’s entire Emergency Plan is reviewed and updated to meet New York State regulations. The plan addresses an enormous range of issues, from dealing with the onset of a crisis situation, to addressing the psychological and emotional needs of students and adults in its aftermath.

When an emergency occurs, the first and foremost concern of every North Bellmore staff member is the safety of the children in our care. This guide provides a brief description of how the school district will manage an emergency and how North Bellmore parents can support those vital efforts.

## GENERAL INFORMATION

The North Bellmore Union Free School District has established a Districtwide School Safety Plan (which is posted on our website) and a Building-Level Emergency Response Plan for each school building in the District. The Building-Level Emergency Response Plan is a confidential document that cannot be shared with the public. Each of these plans is coordinated with police, fire and other officials in the county and statewide agencies.



### WHAT ARE THE SCHOOL SECURITY PROCEDURES?

All doors that lead to the outside are locked when school is in session. Parents and other visitors to school buildings must have an appointment. Visitors who are coming to school unexpectedly should call ahead to state the reason for the visit. It is easier to monitor who is coming to the building when those visiting are expected.

Prior to being allowed entrance to our buildings, every visitor will be asked specific questions related to our building access protocol. Upon entering a district school building, all visitors will proceed directly to the security desk. Visitors will be asked to present a valid, state-issued picture ID, which will be scanned into the Raptor system. The Raptor system provides the North Bellmore School District with the ability to keep an up-to-the-minute log of visitors, contractors and volunteers to whom we have given access to our schools, thereby creating a safer environment for our students and staff.

Parents/visitors may only enter through the main entrance and must obtain a visitor's pass from the security guard who is located inside the main entrance of every school building. Upon entering the school building, please do not hold the door open for other visitors or open a door to allow someone else to enter. School personnel are required to wear photo ID badges for identification purposes. Visitors are required to wear a temporary badge which indicates an individual is an authorized visitor. Any unauthorized person on school property will be reported to the school principal or designee. Unauthorized persons will be asked to leave. At the end of a visit, visitors must return to the security desk to check out and exit the building through the main entrance.



### WHAT KIND OF EMERGENCIES DOES THE DISTRICT'S EMERGENCY PLAN ADDRESS?

- Criminal offenses such as bomb threats, kidnapping or violent behavior.
- Natural hazards such as severe weather.
- Environmental hazards, for example, exposure to hazardous materials, fire, explosions or a plane crash.
- Medical emergencies including serious contagious disease, accident or illness of a student or staff member.



## HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

The Superintendent of Schools or designee may implement one of the following emergency response procedures:

1. **Go Home Early:** Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of family/guardians and identify students with special needs. No student will be released to an empty home.
2. **Shelter:** Keeps students and staff in their buildings in a secure location when it is safer to stay inside than go out. Generally, sheltering is for a short time until the situation has been rectified.
3. **Evacuation:** Requires all building occupants to leave the building and go to a predetermined, safe location outside of the school building. Evacuation could mean going outside to the evacuation site until the danger has passed. It could also mean going to the evacuation site with the intention to be transferred to another location. Circumstances in which this could happen would include severe weather outside or a very dangerous hazard that requires students to be out of the area of the school. Evacuation locations are not given out to the general public for safety reasons. However, if students are transferred to another location, parents/guardians will be notified as soon as students are settled and safe.
4. **Lockout:** A lockout is a procedure which allows the school to continue with a normal day inside the building, but locks out any unauthorized persons into the building. A situation which could warrant this would be a dangerous person or threat in the community or area. Students will not be released to parents/guardians when a lockout is in progress. NOTE: School exteriors are equipped with blue lights that indicate a lockdown or lockout situation. All visitors should leave the school grounds when the blue lights are on.
5. **Lockdown:** A lockdown of the building requires all students and staff to remain in the room that they are in, lock all doors and stay out of sight. Students and staff that are in the hallway are to go to the nearest classroom. The presence of an intruder is one reason to invoke this type of response. The only way a lockdown can end is by emergency responders physically releasing all locations that are locked down. Students will not be released to parents/guardians when a lockdown is in progress. NOTE: School exteriors are equipped with blue lights that indicate a lockdown or lockout situation. All visitors should leave the school grounds when the blue lights are on.
6. **Hold in Place:** If there is an internal incident, administrative matter, medical emergency, or maintenance situation that requires students and staff, movement be limited, "a hold in place" may be initiated until the situation is rectified.



### ARE THERE EMERGENCY PLANNING DRILLS?

Yes, New York State regulations require school districts to test their emergency plans in each school building through exercises and drills. Parents/guardians will be informed of these drills, without specific details, to ensure safety.