

OYSTER BAY – EAST NORWICH CENTRAL SCHOOL DISTRICT

EMERGENCY PLANNING A GUIDE FOR PARENTS

A task that the Oyster Bay – East Norwich Central School District has always taken seriously is being prepared for emergencies. The District's entire emergency management program is evaluated annually to ensure compliance with state regulations. The plan addresses an enormous range of issues, from dealing with the onset of a crisis situation to addressing the emotional and psychological needs of students and adults in its aftermath.

When disaster strikes the first and foremost concern of every Oyster Bay – East Norwich staff member is the safety of the children in our care. This guide provides a brief description of how the District will manage an emergency and how Oyster Bay – East Norwich parents can support those vital efforts.



WHAT ARE OUR SCHOOL SECURITY PROCEDURES?

All doors that lead to the outside are locked when school is in session. In order to enter the building, the parent/visitor may only enter through designated visitor entrances and must obtain a visitor's pass. Any unauthorized person on school property will be reported to the school principal or his/her designee. Unauthorized persons will be asked to leave. All school personnel must wear their photo ID badges for identification purposes. Visitors are required to wear a visitor's pass which indicates an individual is an authorized visitor. All persons on school grounds must obey the Board of Education's Code of Conduct.

HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

When the Superintendent of Schools and/or designee determines that an emergency response is required, there are five possible plans:

1. **Go-Home Plan:** Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of family and designated surrogates, and identify students with special needs.
2. **Shelter Plan:** Keeps students in their buildings when it is safer to stay inside than to go out. Generally, sheltering is for a short time during the school day. Areas of buildings are identified as the safest for occupants. A part of the Shelter Plan is a Shelter-In-Place. In this case, all students are directed to remain in their current classrooms until further notice. Students not in classrooms will be escorted to a supervised contained area and remain there until further notice.
3. **Evacuation Plan:** Requires all building occupants to leave and go somewhere else. Evacuation may mean only going outside and away from the building while waiting for the danger to pass. In some circumstances, students and staff may need to be transported and housed temporarily in another location. If it becomes necessary to move students to a secure location outside their regular school building, the school will attempt to reach all parents to notify them of the location to which their child has been moved.
4. **Lockout Plan:** A lockout is a procedure which allows the school to continue with a normal day, but curtails outside activity, and allows no **UNAUTHORIZED PERSONNEL** into the building. If there is a situation requiring a lockout, all doors and windows must be locked. It is most commonly used when the threat is general and the incident is occurring outside the school building (on or off school property). If this happens during the lunch sessions and the staff members are returning to the building, the staff **may** enter through the coded door. **Students will not be released to parent/guardian when a lockout is in progress.**

5. **Lockdown Plan:** If there is a situation requiring a lockdown, the Principal or Incident Commander will issue an order to execute the Lockdown Plan. A lockdown is a special kind of sheltering plan that requires individuals to remain within the safety of their immediate area to protect them from imminent danger. The presence of an intruder may be one reason to invoke this type of response. **Students will not be released to parent/guardian when a lockdown is in progress.**

ARE THERE EMERGENCY PLANNING DRILLS?

Yes – Each School district, at least once every school year, shall conduct one test of its Emergency Plan or its Emergency Response Procedures under each of its Building-Level school Safety Plans (in addition to sheltering and early dismissal drills).

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

NO

We strongly encourage parents

NOT

to come 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. Cars driving up to the building, for example, may restrict access by emergency vehicles that are responding to the emergency or school buses that are loading children either 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.

USE OF CELL PHONE?

Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communication to parents, guardians, and the community.

WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?

Every school has a plan of action to evacuate any student who may have special needs.

WHERE CAN I GET INFORMATION DURING AN EMERGENCY?

The District will make every effort to contact you. While the District has internal, backup communications systems for emergencies, the telephone is still a vital link. Each school has a separate copy of every child's emergency contact information that is available during an emergency.

Please visit the District's website at <http://www.obenschools.org> where updates will be posted throughout the course of an emergency. The news media (CW11, WNBC, FIOS1, WCBS, WABC TV, FOX5/WNYW, WINS, WBAB & NEWS 12 TV) will be apprised of all developments as well, and will be asked to broadcast emergency information needed by parents, just as they do during a snowstorm. The Superintendent and/or the principal may sometimes ask the parent organization to utilize their phone chains to disseminate information during an emergency.

WHAT CAN I DO TO PLAN AHEAD?

The two most important things you can do are:

1. Make sure your child's school has the most up-to-date emergency contact information.
2. Review with your child any alternative arrangements you have made in case an emergency prevents you from being home.

TELEPHONE NUMBERS

Oyster Bay High School
Sharon Lasher, Principal
516-624-6525

James Vernon School
Dr. Valerie Vacchio, Principal
516-624-6589

Theodore Roosevelt School
Tami McElwee, Principal
516-624-6584

Superintendent's Office
Laura Seinfeld, Ed.D.
516-624-6505

Oyster Bay – East Norwich Central School District
Main Switchboard 516-624-6500