

**SYOSSET CENTRAL SCHOOL DISTRICT**

# **DISTRICT EMERGENCY INFORMATION GUIDE**

**District Safety Terms & Procedures**

**The Syosset Central School District is committed to providing a safe environment for students, staff and visitors. In the event of an emergency, it is important to be familiar with the protocols that may be implemented by the District. This guide outlines key information and terms that are helpful to know in the event of an emergency situation.**

# When and why would the District issue a lockout, lockdown, hold-in-place, shelter-in-place, or evacuate directive?

A school emergency situation can develop due to a number of different situations. Some examples are an environmental event, such as a chemical spill or gas leak; a medical issue requiring the aid of emergency personnel; police activity in the vicinity of a school; or an intruder in the school. The nature of a school emergency dictates whether District officials will issue a lockout, lockdown, hold-in-place, shelter-in-place, evacuation, or any combination of these protocols, as a means to ensure the safety and well-being of students and staff.



## LOCKOUT

A lockout secures the building perimeter, recovers all students from outside the building if necessary, and locks all exterior doors. No visitors will be admitted to the building, and no one will be permitted to leave the building. The normal instructional day continues inside the buildings. Students will not be released during a lockout.



## LOCKDOWN

A lockdown takes place if a threat is identified inside a school. Students are kept in rooms or areas that are secure and locked. No entry into or exit from the school will be allowed until an "all-clear" directive is given by emergency responders. Students will not be released during a lockdown.



## EVACUATION

In the event of certain building emergencies, students will be relocated to a pre-determined, safe location outside the building. Students will be released to authorized adults through a formalized family reunification process to ensure the safety of all children.



## 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 safer 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.

*During an emergency, do not come to the building as this could hinder the actions of first responders. Please note standard operating safety procedures require all exterior doors to be locked at all times. Visitors must provide a government-issued photo ID, which will be scanned into the Visitor Management Database, prior to entry. All Visitors must have an appointment in order to be admitted to any school building. All staff is required to wear photo identification, and high school students are required to wear student identification badges and scan-in as they enter the building.*

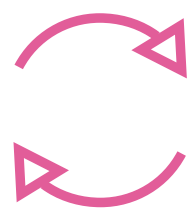


## What to expect during an emergency

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 is committed to providing factual and timely information in the event of an emergency and uses email, phone and text to communicate directly with parents and guardians. Please monitor phones and email regularly.

Updates may also be posted to the District website ([www.syossetschools.org](http://www.syossetschools.org)) and the District Facebook page ([www.facebook.com/syossetcentralschooldistrict](http://www.facebook.com/syossetcentralschooldistrict)).



## Reuniting With Your Child

In the remote event that you will need to pick up your child/children, parents and guardians will be directed by the District via phone, email, and/or text to 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 on-site). This procedure is designed for your student's protection.

Please be aware that reunification can be time-consuming, and we appreciate your patience.



## 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.

# How You Can Help



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.



During an emergency, please do not come to the school. Emergency personnel responding to the situation need the area to be clear to do their job effectively and efficiently.



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 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.

---

**The Syosset Central School District is committed to providing a safe environment for students, staff and visitors. The District works closely with area law enforcement, Fire, EMS, and the Nassau County Office of Emergency Management to ensure 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. Each year, the District's Emergency Plan is reviewed and updated to meet or exceed NYS regulations. The District-Wide School Safety Plan is posted on the District website (Building-Level plans are confidential for security reasons).**

---