



IRVINGTON
UNION FREE SCHOOL DISTRICT

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DISTRICT EMERGENCY INFORMATION GUIDE

Last updated: February 2023

The Irvington Union Free School District is committed to providing a safe environment for students, staff and visitors. We work closely with local first responders to ensure that we are well prepared and the children are protected.

In the event of an emergency, it is important for parents and guardians 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.

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. 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. All visitors must have an appointment prior to visiting campus. 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. 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 evidence of them engaging in our programs and supporting our safety initiatives.

Prevention is also paramount. To this end, the District provides multiple mental health supports and resources to assist our students. We encourage all school community members to speak up if they see or know something that is of concern- remember, ***if you see something, say something to school or law enforcement officials.***

When and why would the district issue an emergency protocol?

Please see page 4 for an overview of events

In the event of an emergency situation, please be assured that the District has an emergency management plan in place and that the District, school and first responders will act accordingly. The first objective of all school staff is to ensure the safety of our students.

The District will provide ongoing information regarding the event, including specific instructions for parent/student reunification if necessary. Parents and guardians are encouraged to monitor phones and email regularly. We ask that you please be patient and understand that we will provide as much information as we can, as quickly as possible. These updates will most likely come from our Emergency Notification system, Parent Square. Updates may also be posted on the following:

How Can You 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 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. Please also refrain from calling or texting your child. During emergencies, cell phone use by students is prohibited, unless authorized by a school official. Use of a cell phone during an emergency may distract students and staff from listening to important messages and instructions or could put people at risk.

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 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.



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 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.