



IRVINGTON
UNION FREE SCHOOL DISTRICT

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DISTRICT EMERGENCY INFORMATION GUIDE

FOR STUDENTS, STAFF AND PARENTS/GUARDIANS

Last updated: September 2024

The Irvington Union Free School District is committed to providing a safe environment for students and staff. In the event of an emergency, it is important for students and staff 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.



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 a security 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.

How will the District keep lines of communication open with students, staff, parents and guardians?

In the event of an emergency situation, please be assured that the District has a building-specific emergency management plan in place and that District, school, and first responders will act accordingly.

The District will provide ongoing information regarding the event, including specific instructions for parent/student reunification if necessary. Parents and guardians, students and staff are encouraged to monitor phones and email regularly. Updates may also be posted on the following:

For Staff:

Website <https://www.irvingtonschools.org/>, Email, ParentSquare and/or <https://www.facebook.com/IrvingtonUFSD/>

For Students:

Website <https://www.irvingtonschools.org/>, Facebook <https://www.facebook.com/IrvingtonUFSD/>

What are the daily security measures you should be aware of?

Standard operating safety procedures require all exterior doors to be locked at all times.

All visitors must have an appointment prior to visiting campus. 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. 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 likely they are engaging in our programs and supporting our safety initiatives.

If you see something, say something, to school or law enforcement officials.

Prevention is paramount. The District provides multiple mental health supports and resources to assist our students and staff. We encourage all school community members to speak up if they see or know something that is of concern. Research has proven that most incidents could have been prevented or mitigated by reporting and identifying any early warning signs. Examples *may* include allusions to suicide, body harm or weapon possession/fascination.

How Parents and Guardians 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 **nor call their child(ren) on their cell phones**. Doing so can greatly interfere with the efforts of emergency responders and school staff 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 by identifying a student's location.

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.

