

NORTH MERRICK SCHOOL DISTRICT

EMERGENCY

PLANNING

GUIDE FOR

PARENTS

*This guide provides a brief description of how the North Merrick School District will manage an emergency; outlines key terms you should be familiar with; and explains how North Merrick parents and guardians can support these vital efforts.*

**The North Merrick School District is committed to providing a safe environment for our students, staff, parents and visitors. The district has an established District-wide School Safety Plan along with Building Emergency Response Plans that are reviewed every year to meet New York State regulations. These plans are coordinated with police, fire and other county and state-wide agencies.**

---

## WHAT SCHOOL SAFETY PROCEDURES ARE IN PLACE?

- ❖ All exterior doors are locked when school is in session.
- ❖ All visitors must have an appointment to be admitted to any school building.
- ❖ To enter the building, visitors must arrive through the main entrance.
- ❖ Visitors must present a government-issued photo ID, which will be scanned into the visitor management database before they are issued a visitor pass.
- ❖ Visitors must visibly wear the pass while in the school buildings.
- ❖ All staff are required to wear photo ID badges.
- ❖ Students are instructed to look for these passes and badges to distinguish staff and authorized visitors.
- ❖ Each school conducts drills throughout the school year to help students and staff prepare for possible emergencies.

---

## WHAT IS AN EMERGENCY SITUATION?

The first and foremost concern of the district is to focus on the safety of the children in our care, especially during an emergency.

The District Safety Plan contains specific protocols for a range of possible emergencies. Depending on the nature of the emergency, the district may call for a shelter-in-place, lockout, lockdown, and/or an evacuation.

**SHELTER-IN-PLACE** is usually the first course of action during a possible emergency. This keeps students and staff in their buildings in a secure location for

a short period of time in order to assess the situation and determine whether to return to a regular school day or issue a lockout, lockdown or an evacuation.

**LOCKOUT** is utilized when an emergency exists outside the building. Students and staff continue with their regular day of school, but all other persons are locked out of the building.

**EVACUATION** is implemented to systemically move all building occupants out of the building to a predetermined safe location until an emergency situation has passed. Every school building has a plan of action to evacuate any students with special needs.

**LOCKDOWN** requires all students and staff to remain in the room they are in, lock all doors, and stay out of sight when an extreme danger exists inside or outside the building. Students and staff in the hallways are directed to quickly go into the nearest room. Only emergency responders can release a lockdown once it is called.

---

## WHAT SHOULD YOU EXPECT DURING AN EMERGENCY?

- During any emergency, **do not come to the building** as this could impede the actions of first responders.
- Students will not be released to parents/guardians when an emergency situation is occurring.
- Parents/guardians will be notified about the emergency situation by phone, text and email through the Blackboard Communications system and, when appropriate, on the website.
- In an unlikely event that you will need to pick up your child *after* an emergency, parents/guardians will be contacted directly.
- Students will only be released to their parents/guardians or a designated adult listed as an emergency contact. Photo identification will be required, and the person picking up the student will be asked to complete a Student Release Form.

---

## WHAT CAN YOU DO TO PLAN AHEAD?

- ✓ Make sure your child's emergency contact information is up to date and accurate – including email addresses and cell phone number – so that you will receive all notifications from the district.
- ✓ If your child requires medication, be sure it is on supply with the school nurse on a regular basis.
- ✓ Review with your child any alternative arrangements you have made in case you are not home during an emergency situation.
- ✓ During an emergency, please do not come to or call the schools.
- ✓ Please refrain from calling or texting your child for safety reasons.