

## BYRAM HILLS CENTRAL SCHOOL DISTRICT SCHOOL EMERGENCY INFORMATION FOR PARENTS

Planning for possible emergencies in the schools is a high priority for the Byram Hills School District.

The District-Wide Emergency Response Team would like to provide parents with information necessary to understand our procedures should an emergency occur while children are at school.

All schools have a Building Level Safety Team comprised of administrators and staff members with assigned roles and responsibilities during an emergency. These teams meet during the year to review procedures. In addition, every school conducts 12 fire and 4 lockdown drills throughout the school year so students and staff practice emergency procedures. Byram Hills School District has a detailed District-Wide Emergency Response Plan which has been developed to respond to all emergencies and has been approved by the Board of Education and NYS Safe Schools.

### How Parents Can Respond to a School Emergency

1. ***Be confident:*** Know that our schools and students annually practice drills for a variety of emergencies, including various types of evacuations and lockdowns. These procedures have been observed and critiqued by local emergency authorities and are reviewed annually by the District-Wide Emergency Response Team.
2. ***Keep in touch:*** The Byram Hills School District broadcasts emergency messages using the e-mail and phone blast systems, and the hotline phone number 914-273-7250. General emergency messages and early and late school openings and closings can be found on the school's website. Parents are encouraged to check the Byram Hills School District website. It is critical that parents use these sources of information rather than schools' phone lines.
3. ***Stay where you are:*** Don't come to the schools, as access in an emergency is usually limited. Additional traffic will slow the progress of emergency vehicles, which can endanger the children directly. If you come to the schools, expect delays and understand that you may be turned away until the crisis has passed.
4. ***Be prepared:*** Discuss school emergencies at home and cover the following points:
  - Talk to your children about the importance of following directions during an emergency.
  - Inform children that you are requested not to call them on their cell phones in emergencies, as unnecessary noise can create danger in a lockdown.
  - Keep your phone charged and stay near a computer.
  - Be sure your emergency information is on file and up-to-date at school.
  - Bookmark the District homepage: [www.byramhills.org](http://www.byramhills.org).

## Useful Emergency Questions and Answers

### **What is a Shelter-in-Place?**

Shelter-in-Place is an emergency response tool to protect students. Students are directed to remain within the building in specific locations that have limited or no exposure to exterior elements.

### **What is a Lockdown?**

An emergency may require steps to isolate students and faculty from danger by instituting a school Lockdown. In a Lockdown situation, all students are kept in classrooms or other designated locations that are away from the danger.

### **What is a Lockout?**

A Lockout is used when the possibility of an exterior threat has been identified and it has been determined that students should remain in a school building that effectively "locks out" visitors. In that event, all exterior doors are locked to prevent anyone from entering the building, and classrooms and corridors are checked and secured.

### **What is a parent reunification site?**

If public safety officials require that a school building be evacuated off site, students and staff members will be safely transported to a designated parent-student reunification center. Parents will be informed of the reunification location via the school system emergency messaging system. At the reunification center, students will be released to their parents upon presentation of proper identification.

### **Why are you keeping children from their parents?**

The schools do not intend to keep children from their parents if a crisis occurs during school hours or school activities. It is the District's intent to make sure that children are safe inside their schools until such a time that the threat has been reduced. Parents will be informed of the parent-student reunification center location via the school system emergency messaging system.