

Three Village Central School District

Emergency Management Planning Guide

A Guide For Parents

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Arrowhead	730-4100
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P. J. Gelinas JHS	730-4700
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General Information

Being prepared for emergencies is a task that the Three Village Central School District has always taken with extreme seriousness. Over the past few years, the district's entire emergency management program was reevaluated and rewritten with the help of building and district committees. The plan addresses an enormous range of issues, from dealing with the onset of a crisis situation to addressing the needs of the school community in the aftermath of the crisis.

The purpose of this guide is to help answer some of the basic questions that parents frequently ask

about their role during and after a crisis: Where do I get information? What should I do? Who can I contact for help?

When an emergency occurs, the first and foremost concern of the Three Village School Community is the safety and welfare of the students in our care. This guide is a brief description of how the school district will manage an emergency and how Three Village parents can support those vital efforts.

District and Building Emergency Management Teams have been established and trained to address a wide range of emergency issues.



The Three Village School district has established Emergency and Safety Plans for each school in the district. Each of these plans is coordinated with Police, Fire and other officials in county or state-wide agencies.

There are general categories which the plan addresses. These include:

Criminal Offenses: bomb threats or violent behavior

Natural Hazards: severe weather



Environmental Hazards: exposure to hazardous materials, fire, explosions



Medical Emergencies: serious diseases, accidents or the terminal illness of a student or staff member; death/suicide of a student, staff or family member.

Are There Emergency Planning Drills?

Yes! At least several times each year, the school district conducts tests of its Emergency Plan for sheltering and the go-home plan (early dismissal). Transportation and communication procedures will

be included in the tests. In addition, each school's crisis team conducts simulations and drills throughout the school year.



What Provisions Are Made For Students With Disabilities?

Every school has a detailed plan of action to evacuate any students who may have special needs.

How Will The School Respond To An Emergency?

When the Superintendent of Schools and/or his designee determines that an emergency response is required, there are several plans of action that might occur. The most common include the following:

Go-Home Plan: Students are returned to their homes and family. Schools maintain the names and contact numbers of family and designated contacts. Please make sure that you have completed the attached emergency contact form and returned to your child's teacher or homeroom teacher.

Shelter Plan: Keeps students in

their buildings when it is safer to stay inside than to go out. Generally, sheltering is for a short time during the school day. A part of the Shelter Plan will be a Stay-Put Plan. In this case, all students will be directed to remain in their current classrooms until further notice. Students not in classrooms will be escorted to a supervised, contained area and remain there until further notice.



Evacuation Plan: Requires all building occupants to leave and go to an alternate location. Evacuation may mean only going outside and away from the building while waiting for the danger to pass. In some circumstances, students and staff may need to be transported and housed temporarily at another location.

If There Is An Evacuation, Where Will Students Go?

For obvious security reasons, it would be counterproductive to announce an evacuation location prior to or during an actual emergency. If it becomes necessary to move students to a secure location outside their regular school building, the school will attempt to reach all parents to notify them of the location to which their child has been moved.

Should I Pick Up My Child At School During An Emergency?
We strongly encourage parents *not* to come to the school unless directed to do so.

While every parent's natural instinct in an emergency is to go to the school to protect his/her own child, it is important to realize that doing so may significantly affect the district's ability to respond to the situation. Cars driving up to the building, for example, will restrict access by emergency vehicles responding to the emergency or school buses loading children either to evacuate them or

take them home. The building staff will be actively working to ensure the safety of ALL the students. It may seem logical that every student taken home by a parent reduces the responsibility of the staff, however, in a fast-moving situation that requires a great deal of careful coordination and communication, it actually makes the critical task of keeping track of students more difficult.

Where Can I Get Information During An Emergency?

Chances are that you may not be able to reach the school by phone even if you try. We will be making every effort to contact you. While the district has internal, backup communications systems for emergencies, the telephone is still a vital link. Please refrain from calling your child's school. The schools have a copy of emergency contact information that they carry with them during an emergency in the event that it is needed.

The district's website:

www.3villagecsd.k12.ny.us

will post updates regarding emergencies whenever possible. The news media: Channel 12, 106.1 (WBLI), 103.9 (WRCN), 1370AM (WALK), 97.5 (WALK) and 88 News Radio (WCBS) will be apprised of all developments as well, and will be asked to broadcast emergency information needed by parents, just as they do during a snow storm.

What Can I Do To Plan Ahead?

The two most important things you can do are: **make sure your child's school has the most up-to-date emergency contact information** (one is attached for your use) and periodically review with your child any alternative arrangements you have made in case an emergency prevents you from being at home.

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Dear Parents,

The Three Village Central School District has developed an Emergency Planning Guide for your use. In it you will find information regarding how the district will respond in the case of an emergency situation.

Additionally, an Emergency Contact Card is attached below. If you have not completed a card or need to update information, please complete the attached Emergency Contact Card and return the card to your child's teacher or homeroom teacher immediately.

Sincerely ,

The Three Village Central School District Leadership Team

Three Village Central School District

Emergency Contact Card

Student's Name _____ Birth Date _____ Grade _____
(Last) (First) (M/D/Y)

Name of Parent or Guardian _____ Teacher _____
Address _____ Home Phone _____

Mother's Cell Phone _____ Mother's Beeper _____
Father's Cell Phone _____ Father's Beeper _____

Parent's Place of Employment:
FATHER _____ Work Phone _____

MOTHER _____ Work Phone _____

If school cannot contact either parent, please name two local friends/relatives who may be called upon to assume responsibility if child is ill or injured.

Transportation of an ill or injured child is to be arranged by parent or persons named below.

Name/Relationship _____ Name/ Relationship _____
Address (Town/Village) _____ Address (Town/Village) _____

Telephone _____ Telephone _____
Physician to be called in Emergency (local) _____ Phone _____

Dentist to be called in Emergency (local) _____ Phone _____
Please list any illness, injury, hospitalization (with dates) student has had within the past year _____

Please list all of student's current medications _____

New York State Law requires all children entering Kindergarten and new entrants must be examined by their family physician and a report must be submitted before entering district schools. Physical exams are also required in grades 1, 3, 7, and 10. It is recommended that this be done by your family physician. Children who do not submit a physical report will be seen by the school physician.

Date _____ Signature of Parent or Guardian _____

