



EMERGENCY PLANNING: A GUIDE FOR PARENTS



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HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

When the Superintendent of Schools, or her designee determines that an emergency response is required, there are three possible plans of action



EARLY DISMISSAL

Early dismissal will be used only in exceptional emergency circumstances. Information completed by parents on the Emergency Dismissal Permission Form will be utilized for this purpose.

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, but the district is prepared to shelter students if necessary. Areas of buildings are identified as the safest for occupants. A part of the Shelter Plan will be a “Lock Down”. 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 somewhere else. 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 in another location.

IF THERE IS AN EVACUATION, WHERE

For obvious security reasons, it would be an evacuation location prior to or during an necessary to move students to a secure school building, the school will make every notify them of the location to which their



WILL STUDENTS GO?

counterproductive to announce actual emergency. If it becomes location outside their regular effort to reach all parents and child has been moved.

ARE THERE EMERGENCY PLANNING DRILLS?

YES - At least once each year, the school district will (as per state regulations) conduct a test of its Emergency Plan for sheltering and early dismissal. Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test. In addition, each school's crisis team conducts simulations and drills throughout the school year.

SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?

NO!

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 that are responding to the emergency or school buses that are loading children either to evacuate them or to take them home. The building's staff will be actively working to ensure the safety of ALL students. It may seem logical that every student taken home by a parent reduces the responsibility of the staff, but in a fast-moving situation which 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?

During an actual emergency, 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. Principals have a separate copy of every child's emergency contact information which they carry with them during an emergency.

The district's website – www.Rooseveltufsd.org

will post updates throughout the course of an emergency. In addition, the district's Connect-Ed system may be utilized. The news media (radio stations: WABC (770), WCBS (880), WINS (1010), WBAB (1440), and TV News 12) 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 snowstorm. Other sources of information are the building PTA presidents,

who will be among the **FIRST PEOPLE CONTACTED BY THE SCHOOL**. The Superintendent and/or the principal may sometimes ask the parent organizations to assist in the notification process.

WHAT CAN I DO TO PLAN AHEAD?

The two most important things you can do are: 1. [make sure your child's school has the most up-to-date emergency contact](#) information, and 2. periodically review with your child any alternative arrangements you have made in case an emergency prevents you from being at home.

Being prepared for emergencies is a task that the Roosevelt School District has always taken very, very seriously. The **district's emergency management program** is regularly reevaluated with the help of faculty, community members, building and district administrators, and parents who serve on building and district committees. The program addresses an enormous range of issues, from dealing with the onset of a crisis situation, to addressing the emotional and psychological needs of students and adults in its aftermath.

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 every Roosevelt staff member is the safety of the children in our care. This guide is a brief description of how the school district will manage an emergency and how Roosevelt parents can support those vital efforts. Questions about the information in this guide should be directed to your building principal.

GENERAL INFORMATION

The Roosevelt 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 five general categories which the plan addresses. These include:



Criminal Offenses

Such as bomb threats, kidnapping
Or violent behavior



Natural Hazards

Namely severe weather

Death

Of a student or staff member



Environmental Hazards

For example, exposure to hazardous materials, fire,
gas leaks, explosion or plane crash



Medical

Including serious contagious disease or accident

Emergencies

BUILDING TELEPHONE NUMBERS:

CENTENNIAL AVENUE ELEMENTARY 516-345-7400 Dr. Barbara Solomon Principal	ULYSSES BYAS ELEMENTARY 516-345-7500 Ms. Angela Hudson Principal	WASHINGTON ROSE ELEMENTARY 516-345-7600 Mr. Clyde Braswell Principal	ROOSEVELT MIDDLE SCHOOL 516-345-7700 Dr. Jeremiah Sumter Principal	ROOSEVELT HIGH SCHOOL 516-345-7200 Mr. Brodrick Spencer Principal
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