



# Emergency Preparedness *A Guide for Parents*

To safeguard the emotional, physical, and educational wellbeing of our children, Brentwood School District regularly evaluates and updates our school-safety plan and emergency procedures. This bulletin provides important information and resources to help parents and community members be informed partners in preparing for an emergency.

The Brentwood Union Free 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 that the plans address. They include:

- Criminal Offenses such as bomb threats, kidnapping, or violent behavior
- Natural hazards such as severe weather or earthquakes
- Environmental hazards such as exposure to hazardous materials, explosions, fires, or plane crash
- Medical emergencies such as contagious disease, exposure to biohazards, and accident or terminal illness of a student, parent, or staff member
- Death or suicide of a student, staff member or family member

## DOES BRENTWOOD SCHOOL DISTRICT HAVE EMERGENCY PLANNING DRILLS?

**YES!**

Annual practice drills are conducted by School Emergency Response teams in each school. This includes a Lockout Plan, Sheltering Plan, Lockdown Plan, Evacuation Plan and the Go-Home Plan.

The District consults with local fire, police, and county personnel in planning.

Yearly reviews keep the plans updated and aligned with State and federal agencies' guidelines.

## HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

*When the Superintendent or Emergency Management Officer determines that an emergency has occurred, there are five possible plans of action:*

**1. A Lockout Plan** is announced when there is a security threat in the vicinity of the school building (i.e. The District is notified of an active police pursuit in the area around the school building). Students and staff will remain inside the locked school building until the security threat is over. Classes continue as normal. No one is permitted to enter or leave the school until the security threat is over.

**2. The Sheltering Plan** keeps students in their buildings when it is safer to stay inside than to go out. Ordinarily, sheltering is considered a short-term solution, but each school is prepared to shelter students overnight if necessary. Specific areas for each building are identified as the safest for occupants. A part of the Sheltering Plan is a Stay-Put Plan.

**3. A Lockdown Plan** announcement is made and all staff and students seek immediate cover in a locked room. All school activities cease and 911 is called. All staff and students remain in **lockdown** until released by the police or an **all clear** announcement is made by school personnel.

**4. The Evacuation Plan** requires that all building occupants leave and go to an alternate location. Evacuation may mean only going outside and away from the building until an **all clear** signal is given. In some circumstances, students and staff may need to be transported and housed temporarily in another location.

## FIVE PLANS OF ACTION:

**1. Lockout Plan** — Requires students and staff to seek immediate cover inside the locked school building.

**2. The Sheltering Plan** — Keeps students in their buildings when it is safer to stay inside than to go out.

**3. Lockdown Plan** — Requires students to seek immediate cover in a locked room.

**4. The Evacuation Plan** — Requires all building occupants leave and go to an alternate location.

**5. The Go-Home Plan** — Returns student to their homes and families as expeditiously as possible.

**5. The Go-Home Plan** returns students to their homes and families as expeditiously as possible. Each school maintains names of emergency contacts for each child.

*(Parent Tip: Please ensure that your child's school has the most up-to-date emergency contact information.)*

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

Parents are strongly discouraged from going to school during an emergency, unless otherwise directed. During emergencies, natural instincts urge people to go to the schools to safeguard their children, but doing so may significantly compromise or degrade the school's ability to respond to the situation. Going to the school may interfere with police or other emergency vehicles or response teams. It may cause traffic jams of bus loads of students evacuating to safer sites.

### **WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?**

Each school has detailed plans of action that include evacuation of students or staff with special needs.

### **IF THERE IS AN EVACUATION, WHERE WILL STUDENTS GO?**

Should students be moved to an alternate location, the school will attempt to reach all parents to advise them of the location. Depending on the severity of the emergency, each school has several alternate sites. Only police, fire, county, and state authorities have prior knowledge of these sites for security reasons, but the general public will be advised of such evacuation sites during an actual emergency.

### **WHERE CAN I GET INFORMATION DURING AN EMERGENCY?**

Chances are that you may not be able to reach the school by telephone in a real emergency. Experience shows that staff must react to the emergency first. District telephone lines will be busy with personnel who need to communicate to emergency services. We will, however, be making every effort to contact parents directly by telephone, through our automated telephone system, and through the District's Email Notification system. Principals have each child's emergency contact information that they will keep with them during an emergency.

The District's website, <http://www.bufsd.org> will post updates throughout the course of an emergency. The news media (radio stations **WBAB, WBLI, WHLI, WINS, WCBS, WALK, and News 12**) will be contacted and kept up-to-date on all developments, and will be asked to broadcast important information needed by parents, just as they do when inclement weather forces school closings. Other sources of information are PTA building presidents, who will be among the first contacted by the school. The Superintendent and/or principal may ask parent organizations to assist in disseminating information. The District also records important messages at 631-434-2327 and can be called 24 hours a day, 7 days a week.

### **LOCAL RESOURCES**

**American Red Cross** [www.redcross.org](http://www.redcross.org)  
**Dept. of Homeland Security** [www.ready.gov](http://www.ready.gov)  
**FEMA** [www.disasterhelp.gov](http://www.disasterhelp.gov)  
**NY State Health Dept.** [www.nyhealth.gov](http://www.nyhealth.gov)

### **WHAT CAN I DO TO PLAN AHEAD?**

The two most important things you as a parent can do are to make certain your child's school has up-to-date emergency contact information, and to periodically review with your child alternative arrangements you have made in case an emergency prevents you from being at home.

Being prepared for emergencies is not only a requirement of the State, but is also taken very seriously by the staff and administration of Brentwood Union Free School District. The District has maintained an emergency management plan for each of its schools, a plan that is reviewed and revised annually, and after each emergency. This plan addresses an enormous range of issues, ranging from the mundane to dealing with the onset of a crisis, to addressing the social, emotional, and psychological needs of staff and students in its aftermath.

### **GENERAL GUIDELINES FOR EMERGENCY PREPAREDNESS**

*(including hurricanes, tornadoes, floods, or terrorist acts)*

- Store food, water (1 gallon/person/day), medicine for at least 3 days.
- Keep battery powered radio and flashlight with extra batteries.
- Develop a family emergency communication plan.
- Keep a list of family members' blood types, allergies, medical history, current medications and doses.
- Keep your child's school informed of changes in telephone numbers, addresses and emergency contacts.

For more helpful ways to prepare, go online [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov) and click on Office of Emergency Management.

Brentwood parents can support our efforts during an emergency. Questions about the information contained in this guide should be directed to your building principal.

### **SCHOOL TELEPHONE NUMBERS**

<b>Brentwood High School</b> 631-434-2204	<b>North Elementary (N)</b> 631-434-2275
<b>Freshman Center (FreshCt)</b> 631-434-2541	<b>Northeast (NE)</b> 631-434-2435
<b>East Middle School (EMS)</b> 631-434-2473	<b>Oak Park (OP)</b> 631-434-2255
<b>North Middle School (NMS)</b> 631-434-2356	<b>Pine Park (PP)</b> 631-434-2251
<b>South Middle School (SMS)</b> 631-434-2341	<b>Southwest (SW)</b> 631-434-2261
<b>West Middle School (WMS)</b> 631-434-2371	<b>Twin Pines (TP)</b> 631-434-2457
<b>East Elementary (E)</b> 631-434-2525	<b>Early Intervention Program</b> 631-435-7100
<b>FJC Southeast (FJCSE)</b> 631-434-2265	<b>Special Services (Spec. Serv.)</b> 631-434-2143
<b>Hemlock Park (HP)</b> 631-434-2451	
<b>Laurel Park (LaPk)</b> 631-434-2464	
<b>Loretta Park (LorPk)</b> 631-434-2246	

**Security**  
**631-434-2500**