

Schenectady City School District School

Emergency Tips for Parents During a School District Emergency

- ❖ **If you hear or see something you feel is a threat to the school or an individual student or staff member, please notify your child's principal or local law enforcement immediately.**
- ❖ **The sooner we are made aware of a threat, the sooner we can conduct a risk assessment and respond as needed.**
- ❖ **If you see police cars at a school, do not assume there is a problem. Police may be conducting a drill or working with our students.**

Safety is always the first priority in the Schenectady City School District. If there is a safety-related concern or event, please stay calm and be patient. Your cooperation is essential. The SCSD follows guidelines and recommendations set forth by the NYS Education Department, the Department of Homeland Security, the New York State Police and the Schenectady Police Department in an attempt to prepare for emergencies.

What to do if there is a safety-related concern or event:

Wait for official communication from the district. Parents and guardians may receive updates via text alerts, automatic phone calls, the district website and official school Facebook and Twitter accounts. Please do not call the school or your student. Incoming calls to the main office will tie up phone lines and may impact our ability to communicate with emergency responders. There are times during an emergency when school staff may not be able to answer phone lines and students may be instructed to turn off cell phones. Keep in mind that a phone on vibrate or silent will flash and may draw unwanted attention and could put others at risk.

Please do not rush to the school. In the case an emergency, the school may implement a safety measure such as a lockout or lockdown. In this case, no one is allowed to enter or leave the school. Please do not show up at the school. The school doors will not be opened until the safety measure is lifted. We understand that you are concerned for your child's safety but, your presence outside the school can create additional risk and may interfere with the work of law enforcement. Once a safety measure is lifted, the district will let you know when and where you may pick-up your student.

Emergency Evacuation

If there is a situation that requires your child's school to be evacuated to another site, district safety precautions and procedures will continue to be followed. Please do not arrive to pick up your child until you receive notification-to do so. Please bring a photo ID. Only approved adults with valid photo identification will be allowed to pick up students from the evacuation location. Students will only be released to individuals on the student emergency contact form with valid identification

Keep your student's emergency contact and pick-up information up-to-date. It is important to provide the district with up-to-date contact information for family or friends who are emergency contacts for your student. Be sure to update this information as needed throughout the school year by notifying the main office secretary for your child's school. You can also sign up for text alerts and automatic phone calls through the SCSD web site. Click on the parent drop down. Select 2019-2020 and click on "register for text alerts.

Make sure your student knows how to contact you in the case of an emergency and have a plan for who will pick them up if you are unavailable. Discuss this plan with your child.

Please review the District Safety Plan posted on the SCSD website. For safety reasons, safety plan details and evacuation information intentionally not made public.

Always follow sign-in and ID badge rules at your student's school. All SCSD employees wear identification badges. Parents and all visitors are required to present ID and wear an identification badge when visiting a school.

Do not hesitate to reach out to your child's principal before or after an incident or drill if you have questions or concerns.