



The Role of Parents in an Emergency

In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or rush up to the school to get your child/children. The truth is, this only complicates matters from a safety and security standpoint.

Parents too close to an incident often hinder the rescue attempts of police and fire officials on the scene. The best action parents can take in an emergency is to stay close to their phone and e-mail and to monitor our website, local radio, and TV reports for regular updates and instructions.

School Emergency Response Protocols

A school crisis can take a number of forms, including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lock-down, a shelter-in-building, or an evacuation as a means to ensure the safety and well-being of students and staff.

Situational Awareness

Situational awareness can simply be defined as “observing and assessing your environment for threats and taking appropriate action to avoid those threats.”

- Plan your escape in public places - identify your exits ahead of time.
- Maximize your view in public places - sit facing the doorways.
- Trust your instincts - if you see something unusual, say something about it to authorities.



Tip411 Tipline

The West Genesee Central School District utilizes tip411, a popular tool that has been used successfully to help students protect their schools and reduce crime in over 1,500 communities across the United States.

Tip411 provides information to our administrators about on-going issues that need attention. *Please remember that tip411 is not meant for emergencies; always call 9-1-1 for emergency situations.*

Board of Education

Roberta Herron, President; Shawn Mitchell, Vice President; Eric Bacon; Kimberly Coyne; Vladimiro Hart-Zavoli; Jennifer James; Joseph Simon; Barbara Wells; Neil Widrick



School Emergency Information Guide



FOR PARENTS AND GUARDIANS

West Genesee Central School District

West Genesee Central School District
300 Sanderson Drive, Camillus NY 13031

Safety Terms and Procedures

In the event of an emergency at your child's school, it is important to know these terms.

LOCKDOWN

A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked and students and staff are confined to classrooms. No entry or exit from the school will be allowed until law enforcement or school administrators physically clear the rooms. Students will not be released during a lockdown.

SHELTER-IN-BUILDING

Students take refuge in designated areas to protect themselves from hazardous materials or severe weather. No entry into or exit from the school will be allowed until an "all clear" announcement is made. Students will not be released during a shelter-in-building.

EVACUATION

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released or to parents/guardians with picture identification and permission from a district official.



Reunification Process

Parents/Guardians will be directed by school or public safety officials via TV/Radio/Social Media/Website to their child's specific location. Students will be released **ONLY** to parents/guardians who are documented as emergency contacts and who present a picture ID such as a driver's license, military ID or passport. The reunification process can be time-consuming so parents are urged to be patient.

Be Prepared

Ensure that your child's emergency contact information is accurate and current.

Parents/Guardians and Staff do NOT need to sign-up to receive information from schools that they are registered for in Schooltool. Along with the westgenesee.org website and social media accounts, this system will be utilized in emergency situations such as incidents at school as well as weather-related events such as delays and closings.

In Case of Emergency

Although your first reaction would be to call or rush to your child's school, **please** follow the tips listed below.

- **DO** visit the westgenesee.org website for special messages and alerts.
- **DO** rely only on official communication from school or public safety officials.
- **DO** listen for official information regarding reunification with your child.
- **Do NOT** call or rush to your child's school. Your presence could interfere with emergency responders.
- **Do NOT** phone your child or school. Staff and students are discouraged from using cell phone communication for safety reasons.

