



Staff & Student District Emergency Information Guide

Daily Security Measures

- All exterior & interior doors must be locked at all times
- Classroom doors should not be propped open
- Visitors must provide a government-issued photo ID to enter any school building
- Staff are required to wear their school-issued ID while on school grounds

Communication During an Emergency

The District will provide ongoing information regarding the event, including specific instructions for parent/student reunification, if necessary. When, and if it is safe to do so, students and staff are encouraged to monitor phones and email regularly. Updates may also be posted on the District's website: www.carmelschools.org, sent out via Parent Square or communicated via a robo call.

How to Respond to a Wide Range of Emergencies

Schools are required to engage in comprehensive emergency planning and training to prevent and manage emergencies in their buildings. Emergencies may include facility failures such as a gas leak, accidents, medical emergencies, severe weather or an intruder in the school. The following protocols may be used individually, or in conjunction with one or another, to respond to a wide range of critical incidents:

NY STATE EMERGENCY RESPONSE **S.H.E.L.L.**



SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.



HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.



EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.



LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED **SCHOOL BUILDINGS** DURING INCIDENTS THAT POSE AN IMMINENT CONCERN **OUTSIDE** OF THE SCHOOL.



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED **CLASSROOMS** DURING INCIDENTS THAT POSE AN **IMMEDIATE THREAT OF VIOLENCE** IN OR AROUND THE SCHOOL.