

# CHAZY CENTRAL RURAL SCHOOL

609 Miner Farm Road

Chazy, NY 12921

518-846-7135



## DISTRICT SAFETY PLAN

( Last Updated: 6/20/2024 )

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# **CHAIN OF COMMAND**

The district has established a chain of command as follows:

- |   |                  |
|---|------------------|
| <b>1) OFFICE OF THE SUPERINTENDENT</b>    | Robert McAuliffe |
| <b>2) JR. / SR. HIGH SCHOOL PRINCIPAL</b> | Megan Walls      |
| <b>3) ELEMENTARY OFFICE</b>               | Krista Ringer    |
| <b>4) DIRECTOR OF SPECIAL EDUCATION</b>   | Kerry Adams      |
| <b>5) NURSE'S OFFICE</b>                  | Becky Hubbell    |
| <b>6) DIRECTOR OF FACILITIES</b>          | Troy Tatro       |
| <b>7) FACULTY</b>                         | Kathi Thume      |

**SCHOOL / EMERGENCY  
TELEPHONE NUMBERS**

<b>Superintendent of Schools</b>	<b>846 - 7135 ext. 508</b>
<b>Jr. / Sr. High School Principal</b>	<b>846 - 7135 ext. 503</b>
<b>Elementary Principal</b>	<b>846 - 7135 ext. 517</b>
<b>Special Education</b>	<b>846 - 7135 ext. 519</b>
<b>School Nurse</b>	<b>846 - 7135 ext. 514</b>
<b>Athletic Director</b>	<b>846 - 7135 ext. 476</b>
<b>Director of Facilities</b>	<b>846 - 7250</b>
<b>Maintenance</b>	<b>846 - 7135 ext. 521</b>
<b>New York State Police</b>	<b>911</b>
<b>Administrative Line - Plattsburgh</b>	<b>563 - 3761</b>
<b>Administrative Line - Champlain</b>	<b>563 - 3761</b>
<b>Chazy Fire Department/Emergency Squad</b>	<b>911</b>
<b>Administrative Line</b>	<b>846 - 7326</b>

## **TWO - WAY RADIO HOLDERS**

<b>Rob McAuliffe</b>	<b>Superintendent of Schools</b>
<b>Megan Walls</b>	<b>Jr. / Sr. High School Principal</b>
<b>Krista Ringer</b>	<b>Elementary Principal</b>
<b>Kerry Adams</b>	<b>Director of Special Education</b>
<b>Becky Hubbell</b>	<b>School Nurse</b>
<b>Kaitlyn Breton</b>	<b>Secretary - High School/District Office</b>
<b>Amanda Thew</b>	<b>Secretary - Elementary Office</b>
<b>Rachel Chapman (Christy)</b>	<b>Guidance Office / Courtyard</b>
<b>Rachel Collin</b>	<b>Secretary - Special Education Office</b>
<b>Elementary Recess</b>	<b>Elementary Office</b>
<b>Kathi Thume</b>	<b>Teacher / Kindergarten / Pre-K Area</b>
<b>Sonya Lambert</b>	<b>Teacher / Elementary Wing</b>
<b>Shari Fall</b>	<b>Teacher / Flag Pole Area</b>
<b>Steve Cross</b>	<b>Teacher / Industrial Arts Area</b>
<b>Brian / Liz</b>	<b>Teacher / Gym</b>
<b>Troy Tatro</b>	<b>Director of Facilities</b>
<b>Tyler Bechard</b>	<b>Maintenance</b>
<b>Lucas Laurin</b>	<b>Custodian</b>

**When using the radio it must be:**

- 1) Turned on**
- 2) Tuned to Channel "1"**
- 3) Volume turned up loud enough to hear**
- 4) Press button on the left talk**

# **SECTION I**

**General Considerations**

**&**

**Planning Guidelines**

## **Mission Statement**

The Chazy Central Rural School District – School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Chazy Central Rural School Board of Education, the Superintendent of Chazy Central Rural School District appointed a School Safety Committee and charged it with the development and maintenance of the School Safety Plan.

This committee will assist the Chazy Central Rural School Board of Education in developing and reviewing the policies set forth in this plan that address the issues of school safety and violence prevention.

This committee will oversee and provide direction for the activities and programs funded through the Federal Safe and Drug Free Schools grant. The committee will meet **at least** quarterly.

## SCHOOL SAFETY COMMITTEE

The Chazy Central Rural School District annually appoints a Safety Committee consisting of, but not limited to, representatives of the School Board, students, teachers, Chazy Teachers' Association representation, administrators, parent organizations, school safety personnel, community members, law enforcement, and other school personnel. The members of the current team and their positions / affiliations follow:

The following committee members were appointed at the Board of Education meeting:

Cory Thompson	Chairperson / Teacher
Rob McAuliffe	Superintendent of Schools
Megan Walls	Jr. / Sr. High School Principal
Krista Ringer	Elementary Principal
Kerry Adams	Director of Special Education
Becky Hubbell	School Nurse
Rachel Chapman	Guidance Counselor
Lena Tregan	Counselor
Troy Tatro	Director of Facilities
Kathi Thume	Teacher / CTA President
Liz Garrand	Teacher
Jeremy Kain	Teacher
Designated Rep	NYS Sheriff Department / NYSP
TBA	Parent / School Board Member



## EMERGENCY RESPONSE TEAM

The EMERGENCY RESPONSE TEAM or “ERT” can be activated at any time during an emergency situation. The members of the ERT will convene as a group and assess the situation. It will create and implement an action plan for the situation at hand. Following an emergency, the ERT will review and assess the response and report back to the Superintendent with a report of their assessment.

The following committee members were appointed at the Board of Education meeting:

Cory Thompson	Safety Committee Chairperson
Rob McAuliffe	Superintendent of Schools
Megan Walls	Jr. / Sr. High School Principal
Krista Ringer	Elementary Principal
Kerry Adams	Director of Special Education
Kathi Thume	CTA President/Teacher
Becky Hubbell	School Nurse
Rachel Chapman	Guidance Counselor
Lena Tregan	Counselor
Dina Casey	School Psychologist
Troy Tatro	Director of Facilities

\*\*Any other persons deemed necessary at the time of an emergency will be called upon to join the ERT for planning, assessment, and review.

# CONCEPT OF OPERATIONS

## Demographics of the Chazy Central Rural School District

- Chazy Central Rural School is a small single – building district in upstate New York. The school population is approximately 525 students in grades kindergarten through grade 12. Administration includes a superintendent of schools who is also the 7 – 12 principal, and a K – 6 principal.
- There are approximately 98 staff, including 58 teachers, 18 custodians / bus drivers, 7 office staff, and 15 support staff. Since Chazy is a small rural school district, approximately 70% of students are transported daily by school bus. The remaining 30% walk to school or rely on private transportation.
- There is a single school building housing the entire K – 12 student body. There is one Building – level plan for the school district.
- The Safety Committee regularly reviews the existing Safety Plans to make necessary changes and additions to the plan.
- The School Emergency Response Plan includes a phone notification protocol, which is activated by the Superintendent or his designee. Any or all staff can be notified, as well as local emergency officials.

## Plan Review and Public Comment

- The District Superintendent is authorized to contact necessary local emergency officials and law enforcement agencies as needed to help district efforts. These agencies would include, but not be limited to, NYS Police, the Clinton County Health Department, local churches, the Fire Department/Rescue Squad, Department of Social Services, CVPH Medical Center, and BOCES.
- The original School Safety Plan was developed in July of 2001. It is updated by a subgroup of the School Safety Committee with the goal of having public review of the revised document at an appropriate School Board meeting.

# **SECTION II**

**Prevention / Intervention**

**&**

**Risk Reduction**

# SCHOOL PROGRAMS

The Chazy Central Rural School District provides many avenues for school / community communication including:

- Quarterly District Newsletters
- Before and After School Programs (CASP)
- Character Counts/PBIS
- DARE
- Department of Social Services / BHSN
- Drama Club
- Eagle Buddies
- K - 12 Yearbook
- Leo Club
- Model UN
- Monthly calendar / parent strategies / K - 6
- Parent - Teacher Organization / PTO
- Parents As Reading Partners / PARP
- Peer Mediation
- PINS Diversion Committee
- Primary Mental Health Project
- Professional Development Committee
- SADD
- School Safety Committee
- Shared Decision Making Committee
- Student Athlete Advisory Committee (SAAC)
- Student Council
- Student Support Teams

## TRAINING, DRILLS, AND EXERCISES

- At least 8 “Fire Drills” in accordance to NYS Education Law
- At least 4 “LockDown Drills” in accordance to NYS Education Law
- At least 1 annual “Early Release” Drill
- At least 1 “Bus” Drill
- Annual “Right-to-Know” Training
- Regular staff training provided by the New York State Police “Safe Schools” program
- All staff members are instructed to approach unfamiliar “visitors” and direct them to the Main Office to complete the required “sign in” procedure.

## IMPLEMENTATION OF SCHOOL SECURITY

- Video Surveillance throughout the building (Inside & Outside)
- Maps of the building are located at each entrance to the building.
- Keyless Entry for Faculty and Staff.
- All school doors are locked while school is in session, except for the doors to the main lobby and the handicapped access door. This channels all traffic to the Main Office.
- All visitors must sign in at the Main Office and receive a visitor pass to wear when they are in the school building.
- Offices are clearly marked with new signage.
- Key personnel were provided with portable radios (Superintendent, Principal, Bus Garage, Technology Coordinator, Maintenance, School Nurse).
- The playground supervisors will have a portable radio to be used to communicate with Elementary Office and Health Office in case of an emergency.
- The playground supervisors will carry a key to allow them access back into the school building.
- A fence was installed to enclose the Elementary playground and sports fields.

## EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS

- The Chazy Central Rural School District provides regular staff training through the New York State Police "Safe Schools Program" regarding prevention and early recognition of potentially violent behavior, identification of individuals who may be carrying weapons, and other topics pertaining to the efficient handling of emergency or crisis situations. Typically, this training is part of the beginning of the year teacher in - service day.
- All teachers are required to take a Child Abuse Prevention course.
- Peer mediation training of selected students provides peer models for non-violent problem solving.
- Monthly staff meetings provide opportunities for K - 12 to share concerns about safety issues.
- Safety Committee meetings provide a formal forum for addressing safety needs and issues.
- The school PINS Diversion team meets monthly along with the Department of Social Services liaison who comes to the school twice a month to meet with staff who have concerns about at - risk students. The DSS liaison is available to meet with families to address concerns and coordinate intervention plans.

# **SECTION III**

## **Emergency Response**



# NOTIFICATION AND ACTIVATION

## DURING SCHOOL HOURS

- The Superintendent, along with the Emergency Response Team (ERT), will assess the situation and determine the appropriate plan of action to follow.

## DURING NON - SCHOOL HOURS

- The Superintendent, or designee, will contact the members of the Emergency Response Team (ERT). If necessary, a meeting will occur to discuss the nature and extent of the emergency and what plan should be followed. Should the need arise that the entire school needs to be informed of the emergency the following procedure will be enacted:

- 1) The EMERGENCY PHONE MESSAGING SYSTEM will be activated. A recorded phone message will be sent out to all faculty and staff in the system.

ALSO...

- 2) The Superintendent will call the Director of Facilities, who will call their respective staff members to inform them of the situation.
- 3) The Superintendent will inform the Superintendent's secretary of the situation. The Superintendent's secretary will inform the rest of the Main Office, Elementary Office, and Guidance Office Staff of the situation.
- 4) The Superintendent, or designee, will call any necessary emergency officials and law enforcement agencies.

### AVAILABLE RESOURCES

- portable radios
- public address system
- school buses
- school car
- school truck
- two churches within walking distance
- town hall within walking distance
- generator
- riding lawn mower

### OTHER BENEFITS IN EMERGENCY SITUATIONS

- small district
- police proximity
- fire department / EMS proximity
- the school building is a designated community shelter site

### SHELTERING SITES

- The superintendent or his designee will identify areas in the school for internal sheltering, if it is needed during an emergency. Arrangements for external sheltering have been made with the **Sacred Heart Church/Church Hall**, with keys to their facilities being located with the Master Safety Plan book.

# SITUATIONAL RESPONSES

- 1) THREATS OF VIOLENCE
  - Altercation or Violence Between Groups of Students
  - Assault on a Student on Campus
    - \*Management of Victim
    - \*Management of Assailant
  - Violent Behavior of a Student
- 2) HOSTAGE SITUATION - KIDNAPPING
- 3) HOSTILE SITUATION - GUNFIRE
- 4) WEATHER RELATED
  - School in session
  - School NOT in session
- 5) CIVIL DISTURBANCE
- 6) SCHOOL BUS
  - Bus Accident
  - Bus Breakdown
- 7) FIRE/HAZARDOUS MATERIAL SPILL - (INSIDE BUILDING)
  - Fire or Explosion in the Building
  - Science Laboratory Accident
- 8) HAZARDOUS MATERIAL SPILL - (OUTSIDE BUILDING)
- 9) DANGEROUS PERSON / INTRUDER
- 10) BOMB THREAT
  - Bomb Threat Information Sheet
- 11) BIOLOGICAL / EPIDEMIC
- 12) RADIOLOGICAL / NUCLEAR
- 13) MISSING / RUNAWAY CHILD / ELOPEMENT
- 14) UTILITIES FAILURE
- 15) MEDICAL EMERGENCIES
  - Diabetic, Seizure, Allergic Reaction, Overdose
  - Threat of Suicide
  - Attempted Suicide in School

\*\*WINTER CLOSINGS LIST

## **WINTER CLOSINGS**

If it is decided that school will be closed, the information will be broadcast over the following platforms:

**ParentSquare**

**TV**

WCAX – Channel 3  
WPTZ – News Channel 5  
WVNY – ABC 22 News  
WFFF – Fox 44 News

# **SECTION IV**

## **Recovery**

## ERT

- Coordinating recovery efforts after an emergency.
- Evaluate emergency responses
- Recommend actions to prevent further incidents
- Coordinate resources
- Recommend Safety Plan changes to the Safety Committee.

# EMERGENCY RESPONSES

CHAZY CENTRAL RURAL SCHOOL  
609 Miner Farm Road  
Chazy, NY 12921  
(518)-846-7135

<u>SHELTER-IN-PLACE</u>	<u>HOLD-IN-PLACE</u>	<u>EVACUATION</u>	<u>LOCKOUT</u>	<u>LOCKDOWN</u>
<ol style="list-style-type: none"> <li>1) Listen for instructions regarding the situation and your actions.</li> <li>2) Check hallways and nearby bathrooms for any students.</li> <li>3) Take attendance; report any missing student to the office.</li> <li>4) Listen for updates from a school official.</li> <li>5) Continue on with "Business as Usual"</li> </ol> <p style="text-align: center; margin-top: 20px;">This could be a <u>Long-Term</u> Response</p>	<ol style="list-style-type: none"> <li>1) Listen for instructions regarding the situation and your actions.</li> <li>2) Check hallways and nearby bathrooms for any students.</li> <li>3) Take attendance; report any missing student to the office.</li> <li>4) Listen for updates from a school official.</li> <li>5) Continue on with "Business as Usual"</li> </ol> <p style="text-align: center; margin-top: 20px;">This is typically a <u>Short-Term</u> Response</p>	<ol style="list-style-type: none"> <li>1) Listen for instructions regarding the situation and your actions.</li> <li>2) Follow Emergency Exit Procedures.                             <ol style="list-style-type: none"> <li>a. Close classroom door</li> </ol> </li> <li>3) Check hallways and nearby bathrooms for any students on your way out of the building.</li> <li>4) Take attendance; report any missing student to the office or person in charge.</li> <li>5) Listen for updates from a school official.</li> </ol>	<ol style="list-style-type: none"> <li>1) Listen for instructions regarding the situation and your actions.</li> <li>2) Check hallways and nearby bathrooms for any students.</li> <li>3) All outside activities are to be terminated immediately and classes moved inside the building.</li> <li>4) Lock all exterior windows</li> <li>5) Leave blinds/lights as is.</li> <li>6) Take attendance; report any missing student to the office.</li> <li>7) Listen for updates from a school official.</li> <li>8) Continue on with "Business as Usual"</li> </ol> <p style="text-align: center; margin-top: 20px;">*No One Allowed In the Building*</p>	<ol style="list-style-type: none"> <li>1) Listen for instructions regarding the situation and your actions.</li> <li>2) Lock your door.</li> <li>3) Move your students to a safe area in your classroom, away from doors and windows.</li> <li>4) Leave windows, blinds, and lights as is.</li> <li>5) Take attendance.</li> <li>6) Keep the classroom SILENT.</li> <li>7) Do NOT answer the phone.</li> <li>8) Do NOT answer the door.</li> <li>9) Ignore all P.A. announcements</li> <li>10) Follow these rules until an administrator or law enforcement official releases you from your classroom.</li> </ol>
<p>**Bad Weather **Crime/Incident Near School **Bomb Threat (Non-Specific)</p>	<p>**Locker Search **Medical Emergency **Incident in Common Area -Flight -Upset Parent **Utilities Failure</p>	<p>**Fire **Spill **Bomb Threat (Specific)</p>	<p>**Crime/Incident Near School **Bomb Threat (Non-Specific) **Threat of Kidnapping **Threat to Building or Individuals</p>	<p>**Active Shooter **Volatile Weather Event (i.e. Tornado)</p>

## **Crisis Management Plan**

### **Statement of Purpose**

A crisis is a critical situation that creates an emotional impact on those involved and has the potential of changing people's lives. It is not the situation itself, but how people feel and react to it that makes it a crisis.

We will provide effective responses to the intense feelings and turmoil that are immediate to a crisis and assure that a structure is in place for responding to longer-term, post-traumatic reactions.

Our plan identifies School Emergency Response Team members who are trained and ready to respond in a variety of crisis situations with the goals of ensuring physical and emotional safety of students and staff, and returning the school to its normal routine as soon as possible.

### **Levels of Crises**

**Level 1** – Involving a SINGLE student, family, teacher, class, or grade level

- Examples include:
  - o death of a family member
  - o suicide attempt
  - o serious disease/illness of student or teacher

**Level 2** – Involving a LARGER segment of the school

- Examples include:
  - o death of a teacher
  - o death of a student
  - o school bus accident with several severe injuries
  - o suicide attempt at school
  - o abduction

**Level 3** – Involving the ENTIRE SCHOOL

- Examples include:
  - o taking of hostages or gunfire
  - o death at school



## School Crisis Team

The School Crisis Team is a team of trained personnel ready to respond to a variety of crisis situations. The team is responsible for following a plan of action that would help ensure the physical and emotional safety of students and staff and return the school to its normal routine as soon as possible.

The team will annually review and revise this Crisis Management Plan.

## Roles and Responsibilities

- Assume responsibility for all decisions and actions
- Verify the crisis situation
- Notify emergency services
- Assess the situation and determine what actions are needed
- Convene the School Crisis Team
- Brief the faculty involved
- Arrange for substitute coverage as necessary
- Appoint a Public Information Officer (PIO)
- Arrange for community resources/assistance
- Chair parent meetings/prepare written notifications to parents
- Reassess and evaluate the school's crisis management actions,
- Revise Crisis Management Plan as needed

## MEMBERS OF CRISIS TEAM

### Superintendent

- Team Leader

### School Psychologist

- Coordinate a counseling team including the school counselor, other personnel from CCRS, and/or other community resource people as needed
- Arrange for counseling rooms
- Triage students to individual or group counseling
- Check on all students affected
- Coordinate and provide individual and group counseling for students and staff
- Monitor students' adjustments
- Provide follow-up support or counseling

### School Nurse

- Triage and administer first aid if there are injuries
- Call 911 for injured, if indicated
- Appoint someone to meet ambulance personnel and give direction to the location of the injured
- Brief the emergency personnel regarding medical situations
- Contact family members or arrange for someone to travel with injured to the hospital
- Request coverage for the Health Office if the School Nurse is needed elsewhere
- Arrange for space in the Health Office, or elsewhere, for students or staff who are emotionally upset
- Oversee arrangements for safe transportation home for students or staff who are unable to stay at school
- Provide immediate and/or longer term counseling as needed

### Maintenance

- Coordinate immediate security and protection
- Communicate with and assist the police and fire departments
- Direct where people/media should assemble

### Secretary

- Parent Liaison
- Prepare and distribute written communications from Crisis Management Team
- Answer telephone inquiries
- Facilitate the release of students and guardians, if it is deemed that they cannot stay at school
- Relay messages to parents

### CTA President

- Faculty Liaison
- Keep the faculty informed
- Relay faculty needs to the Team Leader
- Coordinate donations or assistance from the staff to the family or families

## CRISIS TEAM MEMBERS

<u>NAME</u>	<u>BACK UP</u>	<u>ROLE/RESPONSIBILITY</u>
1. Rob McAuliffe	Megan Walls	Superintendent
2. Megan Walls	Krista Ringer	Jr. / Sr. High School Principal
3. Krista Ringer	Kerry Adams	Elementary Principal
4. Cory Thompson	Rob McAuliffe	Safety Committee Chair
5. Kerry Adams	Rachel Chapman	Director of Special Ed
6. Rachel Chapman	Neighboring School	Guidance Counselor
7. Dina Casey	Neighboring School	Psychologist
8. Lena Tregan	Neighboring School	Counselor
9. Becky Hubbell	Neighboring School	School Nurse
10. Troy Tatro	Rico Hernandez	Director of Facilities
11. Kaitlyn Breton	Amanda Thew	Secretary
12. Kathi Thume	Kelly Penfield	CTA

## **ASSISTED EVACUATION PLANS FOR STUDENTS WITH SPECIAL NEEDS**

An assisted evacuation plan form should be completed for any child who has limited mobility and for any other child who would require assistance to leave the building in an emergency. These forms can be obtained from the District Office or Elementary Office.

The plan should include alternatives for situations in which the person with primary responsibility is not available.

It is suggested that the building Superintendent not be designated as the person with primary responsibility. In an emergency situation the Superintendent must attend to many immediate demands and decisions. Also, the Superintendent should be free to report to the Command Center in the assembly area to meet staff members and give instructions.

It is also suggested that the person with primary responsibility be someone who is likely to be near the child who needs assistance, not someone who may have to take time to travel through the building against the flow of traffic.

One strategy for the evacuation of a child who cannot use the stairs unassisted, or who cannot negotiate crowded stairs quickly, is to designate an area of the stairwell out of the flow of traffic or a classroom. (Remember that stairwells are designed to retard the spread of fire.) The child remains there with the adult assistant until the students have passed and the stairs can be used or until additional help arrives.

This form should be completed for every child who needs any kind of special accommodations in emergency evacuations. Copies should be distributed according to the instructions on the form. The plan should be reviewed annually.

**CHAZY CENTRAL RURAL SCHOOL DISTRICT  
ASSISTED EVACUATION PLAN FOR STUDENT WITH SPECIAL NEEDS**

Name of Child: \_\_\_\_\_

Building: \_\_\_\_\_

Teacher and Room: \_\_\_\_\_

Reason Child Needs Assistance: \_\_\_\_\_

Assistance to be Given: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Person Responsible: \_\_\_\_\_

First Alternate Person Responsible: \_\_\_\_\_

Second Alternate Person Responsible: \_\_\_\_\_

Special Arrangements Needed at Assembly Area: \_\_\_\_\_

\_\_\_\_\_  
Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Who Prepared Plan: \_\_\_\_\_ Date: \_\_\_\_\_

Copies on file:

- Principal
- Classroom/homeroom teacher
- Substitute information folder
- District Office
- District Emergency Response Plan
- Nurse

\*\*Give to all special area teachers. Copy of plan should be kept with class attendance roster.\*\*

\*\*Attach copy of student's class schedule and/or schedule of out of classroom services \*\*

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# EMERGENCY DISMISSAL FORM

In the case of an emergency, we need to know how best to evacuate your child from our facility. As you can imagine, evacuating a large number of students from our facility can be time consuming. If school should have to close because of an emergency, a Parent Square message will be sent out. Additionally, the local television stations WPTZ, WCAX, WVNY, and WFFF will be contacted by the school. Please consider the choices below and make your selection carefully as this is how your child will be sent home in case of an emergency school closing. This is an attempt to limit the number of phone calls made before buses leave the school.

- Send my child home on his/her regular bus.
- Send my child to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(name, address, and telephone)
- My child (K-3) is a walker. He/she has my permission to walk home with older sibling \_\_\_\_\_.  
(name and grade)
- My child is a walker. He/she will be held at school until I can arrive to escort him/her home.
- My child is responsible for walking home by himself/herself. I have discussed this plan with my child(ren) and they know exactly what to do when they go home:
- Safe place for house key (if door is locked).
  - Call a designated adult immediately.
  - Have a routine to follow once home.

\_\_\_\_\_  
(Parent Signature)

\*\* It is important that you call the office (518-846-7135) immediately if you make any changes in this plan.

\*\* If no one is home, your child(ren) will be returned to the school.