

## ☰ Parent Responsibilities During a School Emergency and Reunification After a School Emergency

### THE ROLE OF PARENTS IN AN EMERGENCY

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 **lockdown**, **shelter-in-place**, **evacuation** or any combination of two of these protocols, as a means to ensure the safety and well-being of students and staff.

In a school emergency, the first instinct as a parent or family member is to call or rush to the school and get your child/children. The truth is, this may only complicate matters during a crisis situation.

The best actions parents can take in an emergency are to stay close to their phone/e-mail, and to monitor local radio and TV reports for regular updates and instructions.

*These materials are referenced from the Wayne RESA, in collaboration with the Michigan Department of Community Health, Office of Drug Control Policy.*

## ☰ Our School Entrance Protocols Scanning Your ID to enter the Building

### ENTRANCE PROTOCOLS

SCCS uses Raptor Technologies as our visitor management system. When you enter Emily Howland or the Jr/Sr High School, the office secretary will ask you to scan your driver's license or other picture ID. This will generate a visitor badge and log you into our visitor registry for the day, which will then gain you access to enter during the school day. Without your ID, we will not be able to allow you access into the building during school hours.

Today, Raptor Technologies is trusted by more K-12 schools than any other visitor management system in the United States. The program offers a comprehensive suite of tools designed around a singular purpose: to protect every child, every school, every day. The program screens visitors against the sex offender registries in every state, and against each school's database for custody issues and other customized alerts. Referenced from <https://raptortech.com/>

For more information on the Raptor system, please visit... <https://raptortech.com/>

#### Southern Cayuga Schools (315-364-7111)

Emily Howland Elementary School x3500  
Ms. Boyan Mnahoncak, Principal

Southern Cayuga Jr/Sr High School x2103  
Mr. Luke Carnicelli, Principal

## ☰ Southern Cayuga Central Schools

# Safety Information Guide



**FOR PARENTS AND GUARDIANS**

## ☰ 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 are confined to classrooms. 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 lockdown.

### ▶ SHELTER-IN-PLACE

Students remain in designated areas to protect them from a low-impact school issue. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will **NOT** be released during shelter-in-place.

### ▶ EVACUATION

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released **ONLY** to parents/guardians or an emergency contact with picture ID and permission from a district official. This procedure is necessary to account for the whereabouts of all students.

## ☰ How Can I Be Reunited With My Child If There Is An Evacuation To An Off-Site Location?

Parents/Guardians will be directed by school or public safety officials via TV/radio to their child's specific location. Students will be released **ONLY** to parents/guardians who complete the reunification card, 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.

## ☰ How Can You Help

### BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact and your School Messenger information is accurate and current.
- Become familiar with your school's emergency communication procedures. We are committed to providing accurate and timely information in the event of an emergency.

## ☰ In Case of a School Emergency

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

DO tune in to local TV/radio stations for official school news alerts.

DO rely only on official communication from school or public safety officials.

DO listen for official information regarding reunification with your child.

