

Please cut along dotted line to remove the attached cards and carry them with you.



Emergency Numbers & Notes:

District Office: 518-325-2890
 High School Office: 518-325-2840
 Middle School Office: 518-325-2830
 Elementary Office: 518-325-2820
 Committee on Special Ed: 518-325-2850
 Buildings & Grounds: 518-325-2881
 Transportation Office: 518-325-2870
 Food Services: 518-325-0331
 Nurse's Office: Gr. 6-12 518-325-2855
 Gr. PK-5 518-325-2857



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Taconic Hills Central Schools are prepared for an emergency!

Taconic Hills Central School takes emergency preparedness very seriously. We provide regular crisis management training to school administrators and other key staff. Our district has a Safety Committee composed of key members with assigned roles and responsibilities during an emergency. These committees meet regularly throughout the year to review procedures. In addition, emergency drills are conducted through the school year so students and staff are aware of the most effective and safe emergency responses.



TACONIC HILLS CENTRAL SCHOOL DISTRICT

73 County Route 11A, Craryville, NY 12521
 Main Phone Number: 518.325.2800
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 Middle School Office: 518.325.2830
 Elementary Office: 518.325.2820
 Committee of Special Ed. 518.325.2850
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 Transportation Office: 518.325.2870
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 Gr. PK-5 518.325.2857

TACONIC HILLS CENTRAL SCHOOL DISTRICT

What You Need to Know in Case of an Emergency



A Parent's Guide to School Emergencies



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Safety Is A Priority

About Lockdowns & Evacuations

The Taconic Hills Central School District is committed to making school safe for students and staff. We work closely with national, state and local safety officials—including police, fire, emergency medical and public health—to ensure that we are well prepared and that children are protected. We have a comprehensive Emergency Response Plan that helps our staff and our public safety partners respond swiftly should an emergency occur and we conduct regular and practice sessions based on that plan.

How to Prepare for a School Emergency

- Provide accurate contact information to your child's school, including alternate phone numbers for you and your family/friends you have arranged as your backup. Notify the school promptly if this information changes.
- Remove the attached cards and carry them.
- Talk to your children about the importance of following instructions in the event of an emergency.
- Tell your children NOT to use cell phones unless permitted. Unauthorized cell phone use could put people at risk.

What to Do During a School Emergency

DO NOT go to the school or scene of emergency unless officials ask you to, even though a child may ask you to come and although that is your first instinct as a parent. Your presence may interfere with the emergency response (traffic congestion, unauthorized student dismissal, etc.). Get accurate information and directions.

- Go to the district's website: www.taconichills.k12.ny.us
- Tune into local media.

DO NOT listen to rumors. If your child does contact you, remember that he or she only knows pieces of the larger picture. **DO NOT** respond to a child's request to leave school. Tell your child to remain calm and follow directions from school officials.

What is an lockdown?

All school interior doors are locked, hallways are vacated, and students and staff are confined to their classrooms. No entry or exit is allowed. An internal lockdown occurs usually in consultation with the police, if there is a serious problem or potential problem inside the school.

What is an external lockout?

All school exterior doors are locked. All outside activities will cease and students immediately returned to the building. Normal activity goes on inside the building. This takes place if a problem occurs outside of the school.

How will I know if a school is in lockdown?

All exterior doors will remain locked.

What should I do if there is a lockdown?

Do not go to the school. Do not attempt to enter the building. This may jeopardize student, staff, and your personal safety. We will notify you when it is safe to enter the building. You can obtain information and updates as described on the previous page. Try to remain patient and calm until the lockdown is lifted.

By definition, an emergency involves unexpected events and rapidly changing conditions. We train to deal with different kinds of problems, whether natural or man-made. However, it is impossible to say in advance exactly how we will respond to any particular case.

In general, you should know that we will do what is necessary to protect children first and then inform you as accurately and fully as we can. Please be patient and understand if we are unable to respond to you as completely or quickly as you would wish. Our first priority is your child and the other children in our school.



**TACONIC HILLS
CENTRAL SCHOOL DISTRICT**
Emergency Procedures



Do not go to the site unless officials ask you to.
Get accurate information through:
School website—www.taconichills.k12.ny.us
News Channel: WTEN, WNYT, WRGB,
WXXA and Cap. News 9

Do not listen to rumors
Tell your child(ren) to cooperate with officials.

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