

The safety and welfare of our students is paramount, so being prepared for emergencies is a task that the Plainview Old Bethpage Central School District (POB-CSD) has always taken very, very seriously. Therefore, in compliance with New York State Commissioner of Education Regulations, we have developed an Emergency Response Plan for each of our schools that is designed to minimize danger to anyone occupying the school, should an emergency occur.

The plan addresses an enormous range of issues, from reducing the likelihood of an emergency, to dealing with the onset of a crisis situation, to addressing the emotional and psychological needs of students and adults in its aftermath. The plan is always evolving to enable our district to respond better and better to any emergency.

When disaster strikes, the first and foremost concern of every Plainview Old Bethpage staff member is the safety of the children in our care. This guide is a brief description of how we will manage an emergency and how parents can support those vital efforts. The guide is designed to help answer some of the basic questions that parents frequently ask about their role during and after a crisis: Where do I get information? What should I do? Who can I contact for help?

Questions about the information in this guide should be directed to your building principal.

Pasadena Elementary School
3 Richard Court
Plainview, N.Y. 11803
Telephone Number: (516) 937-2785

Principal: Mrs. Paulette Miller

It is recommended that you keep this guide in an accessible location for future reference.

GENERAL INFORMATION

We have established an Emergency Response Plan for each of our schools. Each plan is coordinated with Police, Fire and other officials in town, county or state-wide agencies.

Each plan addresses many types of possible emergencies, some of which are listed below:



Criminal Offenses such as bomb threat, kidnapping, intruder on campus, violent disturbance, weapons, hostage situation

Natural Hazards such as severe weather or earthquake



Environmental/Human-Created Hazards, for example, exposure to hazardous materials, fire, explosion, radiation



Medical Emergencies including illnesses, serious contagious disease, accidents, injuries



WHAT CAN I DO TO PLAN AHEAD?

The two most important things you can do are:

- **Make sure your child's school has the most up-to-date emergency contact information.**
- **Periodically review with your child any alternative arrangements you have made in case an emergency prevents you from being at home.**



Plainview Old Bethpage
Central School District

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Assistant Superintendent
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Assistant Superintendent

Nadine Eiring
Director of Health, Safety & Transportation

www.pob.k12.ny.us

EMERGENCY PLANNING



A GUIDE FOR PARENTS



Office of the District Safety Officer
106 Washington Ave., Plainview, NY
(516) 937-6320 •
neiring@pob.k12.ny.us
www.pob.k12.ny.us

HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

In the event of an incident occurring during the school day that disrupts normal classroom activity, the incident will be immediately reported to the school's main office. The principal will determine a course of action. If an emergency response is required, signals and instructions for staff and students will be issued from the main office. There are three possible plans of action: Go-Home (early dismissal); Sheltering; or Evacuation.

Go-Home Plan (early dismissal):

Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of family and designated surrogates, and identify students with special needs. Parents/guardians, grades K-8, will be called in advance of students being dismissed early.



At no time will Plainview Old-Bethpage K-8 students be released to unoccupied, unsupervised homes. If there is no one at home, students will remain under the care of the district (child care) or will be transported to a shelter site until a parent or other designated adult comes to get him or her.

Shelter Plan: It is POB-CSD's intent to return students to their homes, if appropriate, as quickly as possible, based on direction from local emergency authorities and as safety permits. However, there may be times when it is safer to stay inside than to go out. The Shelter Plan keeps students in their buildings. Generally, sheltering is for a short time during the school day, but POB-CSD is prepared to shelter students up to 24 hours, if necessary. Areas of buildings are identified as the safest for occupants, depending on the nature of the emergency.



In the event that sheltering for up to 24 hours becomes necessary, only students with authorization for the administration of

medication and a supply of that medication, stored in the school, will be able to have the nurse administer the medications, while being sheltered by the school. If your child takes any necessary medications that are essential to his or her health that are normally taken outside of school, you are strongly

encouraged to fill out a "MEDICATION PERMISSION REQUEST FORM" and return it to the school nurse with a 24 hour supply of the medication in a properly labeled container from the pharmacy.



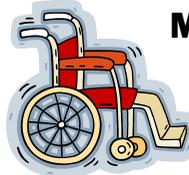
Evacuation Plan: In most emergencies, students will remain and be cared for at school, but there may be times that it is necessary for all building occupants to evacuate and go somewhere else. Evacuation may mean only going outside and away from the building while waiting for the danger to pass. In some circumstances, students and staff may need to walk or be transported and sheltered temporarily at a pre-determined alternative location.



IF THERE'S AN EVACUATION, WHERE WILL STUDENTS GO?

For security reasons, it would be counterproductive to announce an evacuation location prior to or during an actual emergency. If it becomes necessary to move students to a secure location outside their regular school building, we will be making every effort to contact you. Each school has a separate copy of every child's emergency contact information that is taken with them in an emergency. All information regarding the status of the school, students and staff, will be issued through the Plainview Old-Bethpage Information Officer. Please refer to the section "Where can I get information during an emergency?"

WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?



Every POB-CSD school has a detailed plan of action to evacuate any students who may have special needs.

ARE THERE EMERGENCY PLANNING DRILLS?

YES – At least once per year, the POB-CSD will (as per state regulations) conduct a test of its Emergency Plan. Transportation and communication procedures will be included in the test. In addition, there are a minimum of 12 fire drills each year and the school's safety and emergency response teams conduct simulations and drills throughout the school year.

SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY? **NO**

We strongly encourage parents **NOT** to come to the school unless directed to do so.

While every parent's instinct in an emergency is to go to the school to protect his/her own child, it is important to realize that doing so may significantly affect the ability of the Plainview Old-Bethpage Central School District to respond to the situation.

Cars driving up to the building, for example, will restrict access by emergency vehicles that are responding to the emergency or school buses that are loading children either to evacuate them or take them home. The building's staff will be actively working to ensure the safety of ALL the students.

It may seem logical that every student taken home by a parent reduces the responsibility of the staff, but in a fast-moving situation that requires a great deal of coordination and communication, it actually makes the critical task of keeping track of students more difficult.

If you are called to the school to pick up your child, please be aware only those people listed on the child's emergency information form will be authorized and allowed to take the child. Also, a child will only be released to authorized adults who provide proper picture identification.



WHERE CAN I GET INFORMATION DURING AN EMERGENCY?



We know that during an emergency you will want as much information as quickly as possible, but **please do not telephone the school.** Our phone lines are limited and are needed to respond to the emergency.

There are four ways to get information during an emergency:

- **Visit our home page!**
Log on to www.pob.k12.ny.us to find out the most up-to-date details.
- **Check your e-mail!**
Enroll in the PTA e-mail notification service by joining your students' PTA Unit.
- **Turn on the TV!**
Watch News 12 Long Island
- **Listen to the radio!**
Tune into: WCBS 880 AM; WBAB 102.3 FM; WKJY-98.3 FM; WHLI 1100 AM; WALK 97.5 FM; WGBB 1240 AM; WINS-1010 AM.