

# Emergency Response Card

## Whitesboro Central School District

<b><u>SHELTER-IN-PLACE</u></b>	<b><u>HOLD-IN-PLACE</u></b>	<b><u>EVACUATE</u></b>
<p>Used to shelter students and staff inside the building.</p> <p>Listen for instructions about the situation and your actions.</p> <p>Students in hallways should return to assigned classroom, if possible.</p> <p>Classroom teachers, take attendance.</p> <p>All other staff assist students, as needed.</p> <p>Move away from windows, if situation warrants.</p> <p>If instructed, move out of classroom to designated safe area. Stay together at all times.</p> <p>Take attendance.</p> <p>Listen for updates.</p>	<p>Used to limit movement of students and staff while dealing with short-term emergencies.</p> <p>Listen for instructions about the situation and your actions.</p> <p>Students in hallways should return to assigned classroom, if possible.</p> <p>Classroom teachers, take attendance.</p> <p>All other staff assist students, as needed.</p> <p>Listen for updates.</p>	<p>Used to evacuate students and staff from the building.</p> <p>Listen for instructions about the situation and your actions.</p> <p>Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.</p> <p>Bring attendance list and class roster.</p> <p>Close the classroom door after exiting.</p> <p>Take attendance when safe to do so.</p> <p>If evacuating off-site, take attendance before moving from and upon arrival at off-site location.</p> <p>Listen for updates.</p>

<b><u>LOCKOUT</u></b>	<b><u>LOCKDOWN</u></b>
<p>Used to secure school buildings &amp; grounds during incidents that pose an imminent concern outside of the school.</p> <p>Listen for instructions regarding the situation and your actions.</p> <p>Lock all exterior windows.</p> <p>Leave blinds/lights as they are.</p> <p>Take attendance.</p> <p>After initial instructions, listen for updates.</p> <p>Classroom instruction continues as normal.</p> <p>All outdoor activities are terminated.</p> <p>Listen for updates.</p>	<p>Used to secure school buildings &amp; grounds during incidents that pose an immediate threat of violence in or around the school.</p> <p>When you hear lockdown announced, you should move quickly to execute the following actions.</p> <p>If safe, gather students from hallways and common areas near your classroom.</p> <p>Lock your door. Barricade, if necessary.</p> <p>Move students to a safe area in the classroom out of sight of the door.</p> <p>Leave windows, blinds/lights as they are.</p> <p>Keep everyone quiet, silence cell phones.</p> <p>Take attendance, if possible.</p> <p>Do not communicate through door or answer room phone.</p> <p>Do not respond to P.A. announcements or fire alarm.</p> <p>Stay hidden until physically released by law enforcement personnel.</p>

# Crisis, School and Law Enforcement Contact Information

## **Local Law Enforcement**

New York State Police - Troop D - Marcy Station	(315) 736-0122
Oneida County Sheriff's Office	(315) 765-2200
Village of Whitesboro Police Department	(315) 736-1944
Town of Whitestown Police Department	(315) 736-1100
Village of Yorkville Police Department	(315) 736-8331

## **Do Prepare Your Child**

It is important to prepare your children for an emergency situation. Explain how they will be expected to behave, warn them that they may not be able to talk to you right away, and stress that they should listen to their teachers and emergency responders, including law enforcement, who are there to help.

## **Do Have Your ID With You**

When picking up your child from school, please make sure you have proper ID. Even if you are well-known to the staff, there may be other officials or substitute staff involved in a situation, and you should be prepared to verify your identification.

## **For Immediate Assistance**

If you feel your child is a danger to himself/herself or others, call 911 or the Mobile Crisis Assessment Team (MCAT) at (315) 732-6228.

## **Additional Information:**

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## **Whitesboro Central School District**

65 Oriskany Blvd. Suite 1 • Whitesboro, NY 13492 • [www.wboro.org](http://www.wboro.org)

**High School:** (315) 266-3200 • **Middle School:** (315) 266-3100  
**Parkway:** (315) 266-3176 • **Deerfield Elementary:** (315) 266-3410  
**Hart's Hill Elementary:** (315) 266-3430 • **Marcy Elementary:** (315) 266-3420  
**Westmoreland Road Elementary:** (315) 266-3440