SOUTHERN WESTCHESTER BOCES

STUDENT & STAFF DISTRICT EMERGENCY INFORMATION GUIDE

2026-27

Southern Westchester Boces is committed to providing a safe environment for students and staff. In the event of an emergency, it is important for students and staff to be familiar with the way the District prevents and manages emergencies. This guide outlines key information and terms that are helpful to know in the event of an emergency situation.

How to respond to a wide range of emergencies

Schools are required to engage in comprehensive emergency planning and training to prevent and manage emergencies in their buildings. Emergencies may include facility failures such as a gas leak, accidents, medical emergencies, severe weather or an intruder in the School. The following protocols may be used individually or in conjunction with one another to respond to a wide range of critical incidents.

SECURE LOCKOUT

In response to a security concern outside of the school, a Secure Lockout means students and staff remain inside locked and secured inside school buildings during incidents that pose an imminent concern outside the school. Normal operations will continue inside the building. Students will not be released during a secure lockout and building access is restricted during this time.

LOCKDOWN

In response to an imminent threat in or around a school, a Lockdown means to immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. Only emergency responders can release each room from lockdown. Barricade the door or exit if the danger is within your locked area.

EVACUATION (EVACUATE)

Evacuation (Evacuate) takes place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill), where students and staff can safely reach the evacuation location without danger.

HOLD-IN-PLACE/HOLD

A Hold-in-Place/Hold may be issued during a non-threatening event such as a medical emergency or a maintenance issue. Hallways are cleared, students are kept in classrooms, and instruction continues.

SHELTER-IN-PLACE/ SHELTER

A Shelter-in-Place/ Shelter may be issued when it is necessary to remain inside the building due to exterior hazards such as severe weather. Students are kept in a safe space inside the building until the situation has been resolved.

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How will the District keep lines of communication open with Staff and Students?

The District will provide ongoing information regarding the event, including specific instructions for parent/student reunification, if necessary. When/If it safe to do so, students and staff are encouraged to monitor phones and email regularly. Updates may also be posted on the following:

For Staff:	For Students:
SWBOCES Website, Blackboard, or Email	SWBOCES Website, Blackboard, or Email

What are the daily security measures students and staff should be aware of?

Standard operating safety procedures require all exterior doors to be locked at all times. Visitors must provide a government-issued photo ID, which will be scanned into the Visitor Management Database prior to building entry. Staff are required to wear photo identification while on campus.

Southern Westchester Boces is committed to providing a safe environment for students, staff and visitors and works closely with area Law Enforcement, Fire, and EMS. Each school conducts several drills throughout the school year to help students and staff prepare for possible emergencies. At the time that drills are conducted, students and staff will be informed that the activities being conducted are a drill. Advance notice will **not** be given for evacuation drills. Each year, the District's Emergency Plan is reviewed and updated. The District-Wide School Safety Plan is posted on the District website. Please note that Building-Level plans are confidential for security reasons.

In the event of an emergency situation, please be assured that the District has an emergency management plan in place and that the District, School, Staff, and first responders will act accordingly. Students must follow all instructions set forth by staff and first responders.

Southern Westchester Boces
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www.swboces.org

SUDDEN CARDIAC ARREST
What Staff & Students Should Know

RECOGNIZE THE EMERGENCY

A cardiac emergency requires immediate action.

Possible signs include:

- Sudden collapse
- Unresponsiveness
- Abnormal breathing or gasping
- Seizure-like movements

WHAT STAFF SHOULD DO

- Remain calm
- Call 911 / ensure 911 is called
- Notify the Main Office
- Have someone retrieve the nearest AED
- Begin CPR/Provide assistance consistent with your training
- Follow the District CERP

WHAT STUDENTS SHOULD DO

- Remain calm
- Immediately notify a staff member or adult
- Never assume someone else has already notified an adult or called 911.
- Provide assistance consistent with your training.
- Follow staff instructions and give emergency responders room to work



CARDIAC EMERGENCY PREPAREDNESS: AEDs are strategically located throughout the District buildings and are available at school-sponsored athletic events held off-site. During the regular school day, at school-sponsored events held on-site, and at off-site athletic events, the District ensures that at least one person trained in CPR and AED use is present, as required by New York State law.

The District provides Sudden Cardiac Arrest awareness training for staff and awareness instruction for students in accordance with New York State requirements.

The District maintains a Cardiac Emergency Response Plan (CERP) for cardiac emergencies or similar life-threatening emergencies occurring at school and during applicable school-sponsored activities.

REMEMBER: If someone suddenly collapses



Get help immediately



Call 911



Get an AED

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