

**SAFETY IS OUR
TOP PRIORITY**

This brochure is intended to inform Corning-Painted Post Area School District parents, guardians and students of the District's Emergency Management plans and procedures that have been designed to protect students and staff in every building.

C-PP takes a proactive approach to ensuring the safety of all students, staff members and families. In cooperation with local law enforcement agencies, the District Emergency Management Team (DEMT) has developed a district-wide Emergency Management Plan. Likewise, each School Emergency Management Team (SEMT) has developed and practiced corresponding emergency management plans for their individual sites.

We continually review and improve our emergency plans, complete safety audits of all our schools, retrain our District and School Emergency Management Teams, provide additional training to staff members and maintain a staff manual to prepare us to respond to various emergencies. In addition, all students are instructed in an age-appropriate manner regarding possible emergency scenarios, and participate in safety drills throughout the school year.

If you have any specific questions about your child's school safety and support responses, please contact the Superintendent's Office or your child's principal.



**CORNING-PAINTED POST
AREA SCHOOL DISTRICT**
Students are the center of all we do.

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WE HAVE A PLAN.

EMERGENCY AND CRISIS PREPAREDNESS

IN THE C-PP SCHOOL DISTRICT



EMERGENCY PROCEDURES

The following are internal procedures utilized by the C-PP School District in a variety of emergency situations. The numbered lists below are the steps taken by school personnel during each situation. This is provided so you can familiarize yourself with the terms.

LOCKOUT

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

1. Listen for instructions regarding the situation and your actions.
2. Lock all exterior windows.
3. Leave blinds/lights as they are.
4. Take attendance.
5. After initial instructions, listen for updates.
6. Classroom instruction continues as normal.
7. All outdoor activities are terminated.
8. Listen for updates.

LOCKDOWN

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

1. When you hear lockdown announced, you should move quickly to execute the following actions.
2. If safe, gather students from hallways and common areas near your classroom.
3. Lock your door. Barricade if necessary.
4. Move students to a safe area in the classroom out of sight of the door.
5. Leave windows, blinds/lights as they are.
6. Keep everyone quiet, silence cell phones.
7. Take attendance, if possible.
8. Do not communicate through door or answer room phone.
9. Do not respond to P.A. announcements or fire alarm.
- 10 Stay hidden until physically released by the law enforcement personnel.

EVACUATE

Used to evacuate students and staff from the building.

1. Listen for instructions about the situation and your actions.
2. Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
3. Bring attendance list and class roster.
4. Close the classroom door after exiting.
5. Take attendance when safe to do so.
6. If evacuating off site, take attendance before moving from and upon arrival at off site location.
7. Listen for updates.

SHELTER-IN-PLACE

Used to shelter students and staff inside the building.

1. Listen for instructions about the situation and your actions.
2. Students in hallways should return to assigned classroom, if possible.
3. Classroom teachers take attendance.
4. All other staff assist students, as needed.
5. Move away from windows, if situation warrants.
6. If instructed, move from classroom to safe area. Stay together at all times.
7. Take attendance.
8. Listen for updates.

HOLD-IN-PLACE

Used to limit movement of students and staff while dealing with short term emergencies.

1. Listen for instructions regarding the situation and your actions.
2. Students in hallways should return to assigned classroom, if possible.
3. Classroom teachers take attendance.
4. All other staff assist students, as needed.
5. Move away from windows, if situation warrants.
6. If instructed, move from classroom to safe area. Stay together at all times.
7. Take attendance.
8. Listen for updates.

EMERGENCY COMMUNICATIONS

Please utilize the following sources of information below in the event of an emergency. These forms of communication allow school personnel and emergency service providers to focus on the personal safety and well-being of students and staff, while keeping you informed. Reliability of communications is subject to availability of electricity, internet and cellular service. Localized or wide-scale power outages and/or phone/internet outages may affect district communications.

SCHOOLMESSENGER

SchoolMessenger allows administrators to alert parents of emergencies through a rapid dialing system. It calls the primary contact number.

C-PP DISTRICT WEBSITE

The district website provides regularly updated information about emergencies and general communications affecting the District as a whole, as well as individual buildings.

LOCAL RADIO AND TV STATIONS

Local stations will provide updates on emergency situations. Tune in to FM radio stations WINK 106.1 and Magic 97.7, or watch WETM, WENY, or Spectrum TV channels.

REUNIFICATION

Under most emergency situations parents and guardians are not allowed to enter the school facility until law enforcement agencies declare it safe to do so. You will need to bring personal identification to assist the school in the reunification process. Parents and guardians may designate other adults as having authority to pick up their children in an emergency situation but this must be done in advance. Reunification communication will primarily be done using the above communication channels. Reunification sites will be announced at the time of communication.