

A task that the Hewlett Woodmere Public Schools has always taken seriously is being prepared for emergencies. The district's entire emergency management program is evaluated annually to ensure compliance with state regulations. The plan addresses an enormous range of issues, from dealing with the onset of a crisis situation to addressing the emotional and psychological needs of students and adults in its aftermath.

When disaster strikes the first and foremost concern of every Hewlett-Woodmere staff member is the safety of the children in our care. This guide provides a brief description of how the school district will manage an emergency and how Hewlett-Woodmere parents can support those vital efforts.

### PRINCIPALS' TELEPHONE NUMBERS

**George W. Hewlett High School**  
Theodore Fulton, Ed.D     **516-792-4100**

**Woodmere Middle School**  
Al Bauer     **516-792-4300**

**Hewlett Elementary School**  
Evelyn Lolis     **516-792-4500**

**Ogden Elementary School**  
Dina Anzalone     **516-792-4700**

**Franklin Early Childhood Center**  
Lorraine Smyth     **516-792-4600**

**School Security/Public Safety**  
Campus Patrol     **516-792-4899**

### GENERAL INFORMATION

The Hewlett-Woodmere Union Free School District has established Emergency and Safety Plans for each school in the district. Each of these plans is coordinated with police, fire and other officials in county or state-wide agencies.

There are five general categories which the plan addresses. These include:



**Criminal Offenses**  
such as  
**bomb threats,**  
**kidnapping or violent**  
**behavior**

**Natural Hazards**  
such as  
**severe weather**



**Environmental Hazards,** for example,  
**exposure to hazardous materials,** fire, explosion or  
**plane crash**

**Medical Emergencies**  
including serious contagious disease, accident or terminal illness  
of a student or staff member



**Pandemic Flu Response**  
**Planning Program**

**HEWLETT-WOODMERE UNION**  
**FREE SCHOOL DISTRICT**  
**One Johnson Place**  
**Woodmere, New York 11598**  
**516-792-4000**

### The Board of Education

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*Deputy Superintendent*

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*& Student Services*

*Mark Secaur*  
*Assistant Superintendent for Curriculum &*  
*Instruction*

*Debra Lo Verde, Ed.D.*  
*Executive Director of Special Education*

*Kim A. Parahus*  
*Director of School Facilities*  
*Operations & Safety*

*Joseph DiBartolo*  
*Business Administrator*

**HEWLETT-WOODMERE**  
**PUBLIC SCHOOLS**

**EMERGENCY**  
**PLANNING**



**A GUIDE**  
**FOR**  
**PARENTS**

## WHAT ARE OUR SCHOOL SECURITY PROCEDURES?

All doors that lead to the outside are locked when school is in session. In order to enter the building, the parent/visitor may only enter through the main entrance and must present photo ID and obtain a visitor's pass. Any unauthorized person on school property will be reported to the school principal or his/her designee. Unauthorized persons will be asked to leave. All school personnel must wear their photo I.D. badges for identification purposes. Children are instructed to look for these I.D. badges. Visitors are required to wear a visitor's pass which indicates an individual is an authorized visitor. All persons on school grounds must obey BOE's Code of Conduct.

## HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

When the Superintendent of Schools and/or his designee determines that an emergency response is required, there are five possible plans:



**1. Go-Home Plan:** 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.

**2. Shelter Plan:** Keeps students in their buildings when it is safer to stay inside than to go out. Generally, sheltering is for a short time during the school day, but the district is prepared to shelter students up to 48 hours if necessary. Areas of buildings are identified as the safest for occupants. A part of the Shelter Plan is a Stay-Put Plan. In this case, all students are directed to remain in their current classrooms until further notice. Students not in classrooms will be escorted to a supervised contained area and remain there until further notice.

**3. Evacuation Plan:** Requires all building occupants to leave 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 be transported and housed temporarily in another location. If it becomes necessary to move students to a secure location outside their regular school building, the school will attempt to reach all parents to notify them of the location to which their child has been moved.

**4. Lockout Plan:** A lockout is a procedure which allows the school to continue with a normal day, but curtails outside activity, and allows no **UNAUTHORIZED PERSONNEL** into the building. If there is a situation requiring a lockout, all doors and windows must be locked. It is most commonly used when the threat is general or the incident is occurring outside the school building, on or off school property. If this happens during the lunch sessions and the staff members are returning to the building, the staff **may** enter through the coded door. **Students will not be released to parent/guardian when a lockout is in progress.**



**5. Lockdown Plan:** If there is a situation requiring a lockdown, the Principal will issue an order to execute the Lockdown Plan. A lockdown is a special kind of sheltering plan that requires individuals to remain within the safety of their immediate area to protect them from imminent danger. The presence of an intruder may be one reason to invoke this type of response. **Students will not be released to parent/guardian when a lockdown is in progress.**

## ARE THERE EMERGENCY PLANNING DRILLS?

**Yes** - At least once each year the school district will (as per state regulations) conduct a test of its Emergency Plan for sheltering and the go-home plan (early dismissal). Such drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test.

## SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?

**NO**

**We strongly encourage parents**

**NOT**

**to come unless directed to do so.**

While every parent's natural 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 district's ability 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 careful coordination and communication, it actually makes the critical task of keeping track of students more difficult.



## WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?

Every school has a detailed plan of action to evacuate any student who may have special needs

## WHERE CAN I GET INFORMATION DURING AN EMERGENCY?

Chances are that you may not be able to reach the school by phone even if you try. We will be making every effort to contact you. While the district has internal, backup communications systems for emergencies, the telephone is still a vital link. The principals have a separate copy of every child's emergency contact information that they carry with them during an emergency.

Please visit the district's website at <http://www.hewlett-woodmere.net>, where updates will be posted throughout the course of an emergency. The news media (radio stations: WBLI, WHLI, WINS, WCBS, WALK and TV News 12) will be apprised of all developments as well, and will be asked to broadcast emergency information needed by parents, just as they do during a snowstorm. Other sources of information are the building PTA presidents, who will be among the first people contacted by the school. The Superintendent and/or the principal may sometimes ask the parent organization to utilize their phone chains to disseminate information during an emergency.



## WHAT CAN I DO TO PLAN AHEAD?

The two most important things you can do are:

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