



2025-2026 Parent Emergency Response Guide



Safety is Our Priority

At Cornwall Central School District, the safety of our students and staff is our highest priority. We have developed a comprehensive, district-wide safety plan that guides our staff and public safety partners in responding swiftly and effectively in the event of an emergency. We also provide ongoing emergency preparedness training to school administrators and Building Emergency Response Teams throughout the district. This ensures that our team is ready to act decisively to protect your child and others in a wide range of situations.

In the Event of an Emergency

Please know that our first priority will always be to protect students and staff. Once students are safe and secure, we will work to communicate with families as fully and accurately as possible.

We understand that, in a crisis, your first instinct is to seek information about your child and we deeply respect that. Please know that our top priority during any emergency is ensuring the safety of all students and staff. While we are committed to keeping you informed as quickly and clearly as possible, we kindly ask for your patience and understanding if there are delays or limited details at the moment. Our focus will always be on protecting your child and managing the situation with care.

What Is an Emergency?

An emergency is defined as an unexpected event involving rapidly changing conditions. These may be caused by natural events (such as severe weather) or human actions. We train for a wide variety of emergency scenarios and will always take the necessary steps to protect students and staff before turning our attention to public communication.

In serious situations, we may ask you to pick up your child or provide specific instructions for doing so. Please follow the guidance provided by the school district or public safety officials at that time.

How Parents Can Support School Emergency Preparedness

Your partnership is vital in keeping our students safe. Here are a few important ways you can help:

- **Keep Emergency Contact Information Updated**
Ensure your child's emergency contact information in school tools is current and matching current licenses, including phone numbers for yourself and any family or friends you've authorized as emergency contacts.
- **Talk to Your Child About Emergency Procedures**
Discuss the importance of staying calm and following instructions during any emergency situation. Reinforce that school staff are trained to keep them safe.
- Please remember that Education Law § 2803 prohibits student cell phone use during school hours. As a result, your child will most likely be unable to answer phone calls or text messages from you during an emergency.
- If your child does have access to a cell phone, please remind them not to use it unless specifically permitted. Unauthorized cell phone use during an emergency could put others at risk and may distract students from receiving important safety instructions.

School Emergency Drills

Key Updates and Requirements:

- Parents and guardians will receive notice **within one week to each scheduled drill**. Drills are held on **different days of the week, and times of day** to ensure preparedness. Drills are conducted in a trauma-informed, and age-appropriate manner.

Emergency Terms You May Hear During a School Emergency

Understanding the terminology used during an emergency can help you stay informed and respond appropriately. Below are key terms and what they mean as NYSED Follows the following Standard Response Protocol from the “I Love U Guys” Foundation.



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art” and is then followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

“In Your Classroom or Area”

Students are trained to:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

“Get Inside. Lock outside doors”

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

“Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

“To a Location”

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

“State Hazard and Safety Strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Reunification

This is the formal process of releasing students to parents/guardians after a serious incident or evacuation.

Important things to know:

- Students will only be released to authorized emergency contacts who present a valid photo ID (e.g., driver's license, passport, military ID).
- This process may take an extended period of time to ensure everyone's safety and accountability.
- Parent cooperation and patience are essential during reunification.

What to Parent/Guardians Should Do During a School Emergency

In the event of a school emergency, it's natural to feel anxious. However, following proper procedures is essential to ensuring everyone's safety and allowing emergency responders to do their jobs effectively.

- **Do not go to the school or emergency scene unless instructed to do so.**
While your first instinct may be to go to your child, your presence could **interfere with emergency response efforts** and place additional people at risk.
- **Avoid spreading or acting on rumors.**
If your child contacts you, understand that they may only know part of the situation. Wait for official updates from the district or local authorities.
- **Stay calm when communicating with your child.**
Your composure can help reassure them and reduce panic.

How You Can Help Prepare

- Keep emergency contact information up to date in SchoolTool.
This includes phone numbers for parents, guardians, and any authorized emergency contacts.
- Familiarize yourself with school emergency communication procedures.
The District uses Parent Square to notify families of weather-related closures and emergencies.
- Trust that schools are prepared.
 - Each building has a comprehensive Emergency Response Plan, overseen by a building-level safety committee.
 - These committees meet regularly and conduct annual training and drills to ensure staff and students know what to do.
 - Committee members have clearly defined roles and responsibilities in case of an emergency.

Our Commitment to Safety

We know that nothing matters more than the safety and well-being of your child. In every decision we make before, during, and after an emergency our goal is to keep students safe, families informed, and our school community supported. While we hope these plans are never needed, we want you to feel confident that we are prepared, and that your child is in caring and capable hands.