



New York State Center for School Safety

School Safety:

Understanding and Enhancing School Safety Procedures

Designed for Parents & Guardians

October 17, 2023

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Welcome and
thank you for
joining us!

**What
we will
discuss
tonight:**

What are the Emergency Response Terms used in New York State?

When are the Emergency Response actions initiated?

What drills are required in New York State?

What questions can start our conversation at home?

What tips can support my child at home?



New York State
Center for School Safety

MI MEASUREMENT
INCORPORATED



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

New York State

Education Law § 2801-a and Commissioner Regulations 155.17



School Safety is a shared responsibility





Many actions contribute toward School Safety



Emergency Response Terms

S.H.E.L.L.

Shelter-in-Place

Hold-in-Place

Evacuate

Lockout

Lockdown

Shelter-in-Place



Purpose:

- Used to **shelter inside** the building.
- Students and staff remain indoors because it is **safer inside** the building than outside.

When it is used:

- Weather event
- When dismissal isn't practical

Hold-in-Place



Purpose:

- Used to **hold movement** inside the building while dealing with short term emergencies.
- Students and staff **remain where they are** until the situation is rectified.

When it is used:

- Medical emergency
- Maintenance issue
- When a situation is short term

Evacuate



Purpose:

- Used to **evacuate** students and staff.
- It is **safer outside** than inside the building.

When it is used:

- Fire
- Gas leak, water main break, power loss
- When dismissal is the safest action

Lockout



Purpose:

- Used to secure buildings and grounds during incidents that pose a **threat outside** of the school.
- It is **safer inside** the building.

When it is used:

- Police activity near the school
- When it is safest to stay inside and keep others locked out

Lockdown



Purpose:

- Used to secure buildings and grounds during incidents that pose a severe or immediate **threat inside** the school.
- It is **safer inside a room** within the building.

When it is used:

- Intruder
- Weapon
- Aggressive incident that could escalate
- When a time barrier is needed for emergency responders

Schools can
move from one
response to
another

S.H.E.L.L.

Shelter-in-Place → **E**vacuate

Hold-in-Place → **E**vacuate

Lockout → **L**ockdown

Situation

Wildfire smoke

Staff experiences a medical emergency

Severe road flooding

Part of roof blown off during windstorm

Severe thunderstorm

Bank robbery near the school

Report of hunting

No water in the school

Bear outside the school

Which
S.H.E.L.L.
response
might be
initiated?

Situation

What are the CIRCUMSTANCES and nature of the incident?

Possible Emergency Response

Wildfire smoke

It is safer inside the building than outside?

Shelter in Place

Staff experiences a medical emergency

Hold movement while dealing with short term emergency

Hold in Place

Severe road flooding

Key decision: are roads passable?
Is dismissal practical?

Shelter in Place or Evacuation

Part of roof blown off during windstorm

Key decision: is it safe to remain in the building? Is dismissal practical?

Shelter in Place or Evacuation

Severe thunderstorm

Key decision: where are we safest?
Is dismissal practical?

Shelter in Place or Evacuation

Bank robbery near school

Incident poses a threat outside the school

Lockout

Report of hunting

Incident poses a threat outside the school

Lockout or Shelter in Place

No water in the school

It is safer outside than inside the building

Evacuation

Bear outside the school

It is safer inside the building than outside

Shelter-in-Place

Does instruction
continue?

CIRCUMSTANCES
and the nature of
the incident

S.H.E.L.L.

Shelter-in-Place: possibly; depending on the nature
of the incident

Hold-in-Place: yes, instruction can continue

Evacuate: **no**, students and staff evacuate the
building

Lockout: most likely yes, instruction can continue

Lockdown: **no**

Will outdoor activities continue?

CIRCUMSTANCES and the nature of the incident

S.H.E.L.L.

Shelter-in-Place: **no**

Hold-in-Place: possibly yes, depending on the nature and location of the incident

Evacuate: **no**

Lockout: **no**

Lockdown: **no**

Will I be allowed in
the building?

CIRCUMSTANCES
and the nature of
the incident

S.H.E.L.L.

Shelter-in-Place: **no**, not under most
circumstances

Hold-in-Place: **no**, not during the incident

Evacuate: **no**

Lockout: **no**

Lockdown: **no**

How does a school practice Emergency Response Procedures?

Drills

The school building & grounds are used to **practice** responding to a scenario, **prepare** students and staff, and **test** operations.

Involves students & staff

Tabletop Exercises

Small-group discussions that walk through a scenario to increase awareness of roles and responsibilities.

Does not involve students

Functional Exercises

Practicing a response with multiple partners (Drills 2.0).

Does not involve students

Full-Scale Exercises

Evaluates capability during simulated conditions with multiple partners. Should occur outside of the school day when students are not present.

Does not involve students

Why do we
conduct drills?

Drills provide an opportunity to
practice and prepare
staff & students

At a minimum,
what drills are
required in New
York State?

- ❑ Eight **evacuation** drills each year
- ❑ Four **lockdown** drills each year
- ❑ Eight drills completed by December 31st each year
- ❑ One **early dismissal** drill each school year includes:
 - Notifying parents at least one week prior to the drill
 - Testing the communications and transportation system during an emergency

Note: Additional requirements for residential, summer school, after school, events

What are best practices for conducting drills?

BEFORE

- Provide training & information about **why** we conduct drills, **what** will happen during the drill, **what** are their actions.
- Document & inform students and staff of the language that will be used during a drill, such as, *"This is a drill, not an actual emergency. This is a drill. We are now practicing how to Lockdown (or Evacuate). This is a drill."*

DURING

- When conducting a drill, it should **ALWAYS be announced that it is a DRILL and NOT AN EMERGENCY.**
- Use consistent language to ensure students & staff **are sure** you are conducting a drill, such as, *"This is a drill, not an actual emergency. This is a drill. We are now practicing how to Lockdown (or Evacuate). This is a drill."*
- Conduct the drill in a trauma-informed manner.
- DO NOT use actors, props, or frightening noises. The intent is to **practice and prepare**, not to scare.

AFTER

- Debrief the drill and answer questions.



How can we support our students at home?



BEFORE

- Understand the S.H.E.L.L. Emergency Response terms, and when each response might be used
- Familiarize myself with the drill requirements and how drills practice and prepare
- Speak with my child about the purpose of drills and their actions during a drill
- Keep my emergency contact information and emergency dismissal location updated
- Speak with my child about our emergency contact and dismissal location
- Partner with your school if you want to share information about how your child might respond
- Understand how your school will communicate during an incident

DURING

- Understand the school staff will be practicing the response, or responding, and unable to answer questions
- Understand my actions during an emergency and how they will impact the response
- Understand the first actions at the school are to ensure safety, before communicating
- Follow my emergency dismissal procedures

AFTER

- If necessary, update my emergency contact information or dismissal location
 - Speak with my child about what happened, and if necessary, share information with the school
-

What
questions can
start the
conversation?



At school, do you ever do a drill where you must stay quiet and move to a certain place in the room?

Have you done a drill where you leave the school building?

Have you done a lockdown drill in school?

Questions to
start the
conversation
(continued)



What happens when the drill
is announced?

How do the drills happen?

How do you feel about doing
the drill?

Tips for speaking with your child

Have a calm & supportive conversations

Be open to questions

Explain *why* we practice and prepare


Use comparisons they will understand (seat belts, bike helmets, life jackets)

Help them understand *their* role & actions

Tell them about *your* role & actions

Develop some actions with your child for staying calm

Conduct drills at home




When you follow directions during a drill, the teachers and adults can make sure everyone stays safe, in case there is an emergency.

The drills are practice so that you, your teachers, and the adults know exactly what to do and how to stay calm in case there's ever an emergency.

We do drills at work too.




Tips for
speaking with
your child



If you have any questions or want
to talk about it,
you can ask me anytime.

Tips for
speaking with
your child





Lockdown Drills 101:

Preparing For, Conducting, and Assessing Your Practices

This four-part self-paced training program provides an in-depth look at the practice of lockdown drills and to how to ensure they are conducted effectively while using a trauma-informed approach.

Developed and presented by Dr. Jaclyn Schildkraut and Dr. Amanda Nickerson

LOCKDOWN DRILLS 101: Preparing For, Conducting, and Assessing Your Practices

Part 1. Preparing for Your Lockdown Drills

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Dignity for All Students Act FAQs for Parents & Guardians



Bullying Prevention



Resources for School Safety



Talking with Children About Violence



Supporting Your Child's Emotional Wellbeing



Information to Support Your LGBTQ Child



NY STATE EMERGENCY RESPONSE S.H.E.L.L.

SCHOOL NAME:
911 ADDRESS:



SHELTER-IN-PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE.

- ACTIONS:**
- Listen for instructions about the situation and your actions.
 - Students in hallways should return to assigned classroom, if possible.
 - Classroom teachers, take attendance.
 - All other staff assist students, as needed.
 - Move away from windows, if situation warrants.
 - If instructed, move out of classroom to designated safe area. Stay together at all times.
 - Take Attendance.
 - Listen for updates.



HOLD-IN-PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES.

- ACTIONS:**
- Listen for instructions about the situation and your actions.
 - Students in hallways should return to assigned classroom, if possible.
 - Classroom teachers, take attendance.
 - All other staff assist students, as needed.
 - Listen for updates.



EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING.

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



LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED GOOD BUILDINGS DURING INCIDENTS THAT POSE AN IMMINENT CONCERN OUTSIDE OF THE SCHOOL.

- ACTIONS:**
- Listen for instructions regarding the situation and your actions.
 - Lock all exterior doors and windows.
 - Leave blinds/curtains as they are.
 - Take Attendance.
 - After initial instructions, listen for updates.
 - Classroom instruction continues as normal.
 - All outdoor activities are terminated.
 - Listen for updates.



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED CLASSROOMS DURING INCIDENTS THAT POSE AN IMMEDIATE THREAT OF VIOLENCE IN OR AROUND THE SCHOOL.

- ACTIONS:**
- When you hear LOCKDOWN, LOCKDOWN announced, move quickly to execute the following actions:
 - If safe, gather students from hallways and common areas near your classroom.
 - Lock your door. Barricade if necessary.
 - Move students to a safe area in the classroom out of sight of the door.
 - Leave windows, blinds/curtains as they are.
 - Keep everyone quiet. Silence cell phones.
 - Take attendance, if possible.
 - All outdoor activities are terminated.
 - Do not respond to P.A. announcements or fire alarm.
 - Stay hidden until physically released by law enforcement personnel.



Thank you
for joining
us tonight!

