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## Rush-Henrietta Central School District

[www.rhnet.org](http://www.rhnet.org)

### Lockdown Questions and Answers

#### 1. What is a lockdown and when would it be used in an emergency situation?

A building lockdown is an internal procedure the Rush-Henrietta Central School District uses to keep students as safe as possible during an emergency situation. A lockdown is used to safeguard the physical and emotional well being of students and staff. This could be for reasons as simple as an individual being transported to the hospital via ambulance. During a lockdown, students are placed in the safest available, supervised location. It is important to know that students and staff members drill lockdown procedures regularly so they are familiar with the process.

#### 2. Who is in charge during an emergency lockdown?

District personnel will manage the event until the arrival of the Monroe County Sheriff's Office.

#### 3. In a lockdown situation, how and when will I receive information?

Your best and most accurate source of information is our district Web site at [www.rhnet.org](http://www.rhnet.org). The information on the Web site also will be recorded on the Parent Alert Line at 359-5003. Information is updated when practical. During a lockdown, please refrain from calling your child's school, or other district offices, because no one will be available to answer questions. Staff members will be busy safeguarding students. Depending on the situation, you also may receive an automated Connect-ED call. It is important that you provide us with the most current home, work, and cell phone numbers. Parents can update these phone numbers at any time by contacting the main office at their child's school. During a lockdown, district personnel and the Monroe County Sheriff's Office will handle media communication. Drills and low-level emergencies (ie: an illness call) may not warrant full notification.

#### 4. Will I be able to contact my child during the lockdown?

No. Please don't panic if you cannot reach your child during a lockdown. Students and staff members will not be permitted to use their cell phones during an emergency event. There are several reasons for this.

- Electronic devices have the potential to detonate an incendiary device.
- Cell phones can reveal your child's location and jeopardize his or her safety.
- Cell phones can interfere with vital emergency communications at the scene.
- Cell phones can help spread rumors and give false information, which can lead to panic.
- Every student's attention should be focused on staff members so directions are heard and understood.

In the event of a lockdown, students will be directed to turn off their cell phones, which are not to be used for any purpose during an emergency. When the situation is resolved, students will be permitted to contact their parents by cell phone providing the phone has not been confiscated. Cell phones will be confiscated if found turned on or in use during a lockdown. Parents will receive directions at a later date explaining how to retrieve the phone.



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### **5. Should I contact an outside agency such as Monroe County Sheriff's Office, fire department, or media?**

No. The district already will have made all appropriate notifications.

### **6. Will my child be permitted to leave the building during the lockdown?**

No. The safest place for your child will be with the trained adults in the building. Only emergency responders will be permitted to enter the building or access the area. Please do not attempt to come to school during a lockdown. It is important for emergency responders to have clear access to all roads leading to and from the school building.

### **7. What will happen when the lockdown is finished?**

Often, the building returns to normal operations once the lockdown is completed. The district Web site and Parent Alert Line will give you detailed information on what you need to do next, if anything.

### **8. Will my children in other district buildings be aware of the lockdown?**

During a lockdown, all district administrators are notified and asked to be on high alert. Students in other buildings are not informed of the details of a lockdown incident at a different location. Our goal is to minimize their anxiety and reduce the potential for panic.

### **9. How do I discuss what happened with my child?**

The reactions to emergency events at school vary widely among children. Some children will be quite disturbed, while others may demonstrate little or no reaction. It is important that you listen closely to what your child says, and respond in a calm and factual manner. For many children, this caring conversation with you will be sufficient, however, some students may require additional support. Counselors and other mental health staff from the district will be available to assist you and your child, and we can make recommendations for outside support, if necessary.

### **10. What measures has the district taken to enhance the safety of our students?**

We have security personnel in all of our secondary buildings, including a school resource officer from the Monroe County Sheriff's Office, who is located in our high school and available to all buildings. Our buildings, with the exception of the high school, which has security personnel at the entrance, are locked during the hours of school operation. Interior and exterior cameras are located at various locations in all buildings. The district offers an anonymous Safety Tip Hotline to report concerns related to student safety. This number, 359-STOP (359-7867), is monitored twice daily. Our district safety coordinator responds appropriately to all calls. An important aspect of school safety is for the adults in our students' lives – parents and school personnel – to establish trusting relationships that foster a safe and caring school environment. Thank you for your continued support.