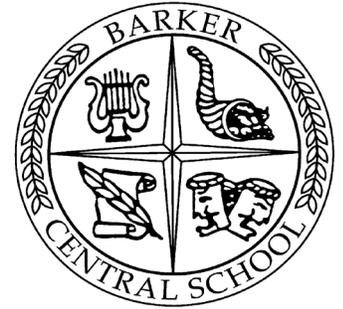


Barker Central School

1628 Quaker Road, Barker, New York 14012-0328



12/15/2021

To Barker CSD Families:

This letter is to inform families that we will begin practicing our safety drills in the next week. While this is a routine and annual occurrence, we wanted to make our families aware due to the heightened awareness around school safety issues at the local, regional and national levels.

We typically practice evacuation drills (most commonly referred to as “fire drills”) in the fall and spring. In the winter, we practice our Lockout and Lockdown drills. Every classroom teacher has a copy of the Emergency Response Card in his or her classrooms. A copy has been attached to this letter for your reference.

Classroom teachers take time to explain and review these procedures in age-appropriate ways to their students. However, it takes all of us to keep our school safe. Please stress the importance of these drills to your children. After the conclusion of the drills, we send a message out via our communication system to let families know what we just did was for practice purposes.

Also, please continue to remind your children that if they see or hear something concerning then they should report it. We have so many people working to keep our school safe – administration, counselors, teachers and law enforcement – but it’s often kids who know something before any adult does. Please also be aware of their activity on their smart phones, social media and with whom they are communicating. Phones are a powerful tool and they give kids access to anyone/anything in the world, but they should be used responsibly and with oversight. If your child uses social media apps that you do not understand, either please learn how to use it or restrict its use.

Thank you for your continued support of the district. If you have any questions, please do not hesitate to contact us.

Sincerely,

Michael Carter

Michael Carter
District Principal

EMERGENCY RESPONSE CARD

Shelter-In-Place

Used to shelter students and staff inside the building.

- 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

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

- 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

Used to evacuate students and staff from the building.

- 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

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

- Listen for instructions regarding the situation and your actions.
- Lock all exterior windows.
- Leave blinds/lights as they are.
- Take attendance.
- After initial instructions listen for updates.
- Classroom instruction continues as normal.
- All outdoor activities are terminated, return to building ASAP.
- 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.



- When you hear lockdown announced, you should 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/lights as they are.
- Keep everyone quiet, silence cell phones.
- Take attendance, if possible.
- Do not communicate through door or answer room phone.
- Do not respond to P.A. announcements or fire alarm.
- Stay hidden until physically released by law enforcement personnel.
- All outdoor activities are terminated. Do not return to the building.

If a bomb threat is received, the building administrator or designee will direct the staff as to which response procedure to follow on the credibility of the threat.

Revised 2020