

FORMS AND SAMPLE LETTERS

SECTION C

Forms and Sample Letters

- Annual School Building Needs Assessment Report
- School Based Emergency Management Plan Checklist for Completion
- Sample Letters for Annual Notification to Staff, Parents and Student in English and Spanish
- Emergency Early Dismissal Approval Form in English and Spanish
- Student Release Form by Class/Homeroom
- Medical Alert Form
- CPR Trained Personnel
- Evacuation Site Agreement

Yonkers Public Schools
SCHOOL EMERGENCY MANAGEMENT PLAN

SCHOOL NEEDS ASSESSMENT

SCHOOL: _____ Completed by: _____

Date: _____

SCHOOL EMERGENCY COORDINATORS: The school Principal is the primary Emergency Coordinator for the school. It is necessary to designate alternate coordinators in the event the principal is not available.

Assistant Principal: _____

Select an additional staff member as an alternate Emergency Coordinator, either another Assistant Principal in the secondary schools or a teacher in the elementary schools.

Alternate: _____

Home telephone: _____

CONTROL CENTER: Identify a primary and secondary location from which the Emergency Coordinator will operate during an emergency. These locations must have access to telephones. Indicate room name or number; main office, guidance office, room 201, etc.

Primary Location: _____

Secondary Location: _____

PARENT CENTER: Identify a primary and secondary location from which parents can pick up their children and/or receive information during an emergency. Indicate room name or number.

Primary Location: _____

Secondary Location: _____

MEDIA CENTER: Identify a primary and secondary location from which the media can receive information from the district or school spokesperson during an emergency. Indicate room name or number. This area should be located as far away from the Parent Center as possible. The secondary location can be outside the building, if so, indicate the street name and cross street.

Primary Location: _____

Secondary Location: _____

SCHOOL NEEDS ASSESSMENT

SHELTERING AREA: Identify a primary and secondary area in your school where students and staff could be sheltered for a long period of time; auditorium, cafeteria, gymnasium. Also indicate a high winds sheltering location.

Primary Location: _____

Secondary Location: _____

High Winds sheltering location MUST not have a high ceiling like a gymnasium:

EVACUATION SITE: Please indicate a potential location (church, public building, etc.) within walking distance from your school that your students and staff might be able to use as an evacuation site.

Name of Location: _____

Address: _____

Phone # _____

Contact Person: _____ Alternate: _____

TRANSPORTATION: Total number of students: _____ Total number of staff: _____

Number of unusual transportation needs:

Wheelchairs: _____

Other (please indicate need): _____

Additional Comments or Concerns:

SCHOOL NEEDS ASSESSMENT

Certain essential resources may be needed during an emergency, which should be assessable at the Control Center. Please indicate with a check (☐) whether the following items are available in your building.

- | | |
|--|---|
| _____ List of Emergency Telephone Numbers | _____ maps, depicting locations of hazards, evacuation routes, shelters, host facilities. |
| _____ telephones | _____ radio communications capability |
| _____ battery operated AM/FM Radio | _____ office supplies |
| _____ flashlights | _____ alternate power supply |
| _____ plans, including emergency plans, floor plans | _____ computers |
| _____ list of PTA telephone numbers | _____ identification badges |
| _____ pagers, two-way radio, ham radio | _____ First Aid kit |
| _____ Bus lists and routes (alpha by route) | _____ bullhorn |
| _____ student rosters, including telephone numbers of parents/guardians and any other medical problems | |
| _____ lists of resources, such as buses, drivers, other support staff, shelters, host facilities, medical problems | |
| _____ staff roster, including any medical problems | |
| _____ list of staff trained in First Aid and/or CPR | |
| _____ 1 day's food supply for students and staff | |

Yonkers Public Schools
SCHOOL EMERGENCY MANAGEMENT PLAN

Checklist for Completion

Please utilize the Emergency Management Plan Manual when developing or reviewing the school EMP plan.

Cover Page:

- School Name _____
- Completed by _____
- Date Completed _____

Annual Dissemination of Information regarding the School's Emergency Management Plan:

- Information to Parents _____
- Information to Students _____
- Information to Staff _____

Early Dismissal Plan Include:

- Control Center location _____
- Communications Procedures for informing Staff and Parents, PTA telephone chain _____
- Early Dismissal Approval Information on file _____
- Student Release Forms completed _____
- Student release areas designated, with supervision, for buses, pick-up by parent and walkers _____

Evacuation Plan Include:

- Relocation site within walking distance _____
- Communications procedures for informing staff and parents, PTA telephone chain _____
- Procedures and assignment of staff to move students to relocation site and supervise students at the site _____
- Medical Alert List completed _____
- Assign staff to supervise student release from relocation site utilizing the Early Dismissal Approval Information on file, the Student Release Forms and Re-Unification Log Book _____
- Assign staff member to take the Emergency Management Plan Manual to relocation site _____

Sheltering Plan Include:

- Control Center location _____
- Communications procedures for informing staff and parents, PTA telephone chain _____
- Medical Alert List completed _____
- Procedures and assignment of staff to supervise students and maintain security _____
- Assign staff to supervise food, sleeping arrangements and sanitary facilities _____
- Assign staff to supervise student release, although parents should be Advised not to come to the school, utilizing the Early Dismissal Approval Information on file, Student Release Forms and Re-Unification Log _____

Sample Letters for Notification to Staff, Students and Parents/Guardians

Dear Staff:

In compliance with regulation 155.17 of the Commissioner of Education, our School District has developed written emergency plans to cover several phases of emergency situations:

School Cancellation – Before the start of the school day, weather conditions cause the Superintendent to close school.

Early Dismissal – After the start of the school day, extreme conditions dictate closing all schools.

Evacuation – If an individual school building or area is deemed unsafe, students and staff will be evacuated to a secure area until the emergency is ended.

Sheltering – If hazardous conditions occur outside a building and it is deemed safe for staff and students to remain inside, plans will be made for sheltering everyone in the school building.

A letter will be sent to parents of students in PreK through Grades 8 informing them of our Emergency Management Plan and requiring them to complete an approval form for dismissing their child before the usual closing of the school day. Parents will be requested to return the form to homeroom teachers. The homeroom teacher will be responsible for receiving a completed and signed card for every student in the class. When all cards have been received, they are to be given to the principal so that a computerized list can be compiled for use in an emergency.

High School students and parents will receive a letter indicating that, unless the principal is told otherwise, students will be responsible for themselves after early dismissal.

A copy of our plan is available for your review in my office. Staff assignments during an emergency are attached to insure emergency procedures run smoothly in our school.

Sincerely yours,

Principal

Sample Letters for Notification to Staff, Students and Parents/Guardians

Dear Students:

Dangerous weather or an emergency may warrant closing school earlier than the normal dismissal time or cause us to evacuate the building. Safety is of prime importance to your parents and our school. Please take time to discuss with your parents instructions to follow for safety in going home.

Grades PreK through 8 students will be issued Emergency Dismissal Approval Information Forms to complete. Upon completion, please return the form promptly to your teacher. The information on the form will tell the school how your parents want you dismissed during an emergency.

High School students will be responsible for themselves upon dismissal unless their parents indicate, in writing, other procedures to be followed.

Listening to, and obeying instructions is vitally important when emergencies arise. Thank you for your cooperation.

Sincerely yours,

Principal

Estimados Estudiantes:

Las condiciones del tiempo y/o una emergencia pueden que requieran que las escuelas se cierren mas temprano que la hora normal de despacho o causen que tengamos que evacuar el edificio. La seguridad es de gran importancia para sus padres y en nuestra escuela. Por favor tomen tiempo para discutir con sus padres, las instrucciones que le incluimos para seguridad cuando van a su casa.

Los estudiantes del PreK-8 reciben para que completen el Formulario de Información Aprobando el Despacho de Emergencia. Cuando lo hayan completado por favor devuelvalo enseguida a su maestra. La información en este formulario dejara saber a la escuela como sus padres quieren que se le despache de la escuela durante una emergencia.

Los estudiantes de Escuela Superior serán responsables por ellos mismos una vez que se les despache a menos que los padres indiquen, por escrito, que se utilice otro procedimiento.

Escuchar y obedecer las instrucciones es muy importantes cuando las emergencias surjan.

Gracias por su cooperación.

Sinceramente,

Principal

Sample Letters for Notification to Staff, Students and Parents/Guardians

Dear Elementary and Middle Years School Parents/Guardians:

In compliance with regulation 155.17 of the Commissioner of Education, our School District has developed written emergency plans to cover several types of emergency situations. Your child's safety is the primary concern of the District.

The following procedures are in place:

SCHOOL CANCELLATION: Before the start of the day, extreme weather conditions or other emergencies may dictate closing one or more schools.

When inclement weather conditions exist, prior to sending your child to school, please listen to the following radio/television stations for school cancellation information – **WFAS 1230 AM and 103.9 FM, WINS 1010 AM, WCBS 880 AM, WADO 1280 AM, WHUD 100.7 FM, WOR 710 AM, WVOX 93.5 FM, WDMC-TV Ch. 22 Optimum, WYNW Ch. 5 FOX, Channel 12-TV News.**

EARLY DISMISSAL: After the start of the day, extreme weather conditions or other emergencies may dictate closing one or more schools.

Emergency Early Dismissal Approval Information: In order to assure the safety of your child during an emergency, the school needs to know your wishes. Please complete the Emergency Early Dismissal Approval Information form enclosed and return it to your child's homeroom teacher by next Friday. Please discuss your decision(s) with your child so he/she knows what procedures to follow. Parents must assume responsibility during the school year for updating any information on this card, by notifying the school in writing.

As per your wishes, parents or their designees may pick up their child from school, otherwise all students who ride the buses will be transported home by their regular bus route.

EVACUATION: If an individual school building or area is deemed unsafe, students and staff will be evacuated to a secure area until the emergency is ended.

Relocation sites have been designated for each school, our site is _____.

Arrangements will be made at the relocation site for you or your designee to pick up your child. If when the emergency has ended, your child remains in our custody, we anticipate returning to the school for regular dismissal, all students who ride the buses will be transported home by their regular bus route.

SHELTERING: If hazardous conditions occur outside a building and it is deemed safe for staff and students to remain inside, plans will be made for sheltering everyone in the school building.

The school will provide a safe environment during the time sheltering is necessary.

Although not advised under these circumstances, parents or their designee may pick up their child from school.

When the emergency is over, all students will be dismissed following the Early Dismissal Procedures (above).

During any emergency or inclement weather condition, parents are to listen to the above mentioned radio/television stations or call the District's Information Center 376-8050.

We plan to have drills of our Early Dismissal and Sheltering procedures once during the school year to ensure all students, parents, and staff are familiar with their role insuring the safety of all involved. You will be informed a week in advance of these drills.

Thank you very much for your cooperation in this very serious matter.

Sincerely,

Principal

C-8

Sample Letters for Notification to Staff, Students and Parents/Guardians

Estimado Padre/Guardián de Estudiantes de Escuela Elemental e Intermedia:

En cumplimiento con la regulación 155.17 del Comisionado de Educación, nuestro Distrito Escolar ha desarrollado planes de emergencia por escrito para cubrir algunas situaciones de emergencia. La seguridad de su niño/a es la prioridad del distrito.

Los siguientes procedimientos han sido implementados:

CANCELACIÓN DE CLASES: Antes del comienzo del día escolar, por causa de condiciones del tiempo el superintendente puede que cierre las escuelas.

Cuando existen condiciones de mal tiempo, antes de usted mandar a su hijo/a a la escuela, por favor de escuchar a las siguientes estaciones de radio para escuchar información de cancelación de escuela – **WFAS AM y 103.9 FM, WINS 1010 AM, WCBS 880 AM, y en español WADO 1280 AM, WHUD 100.7 FM WOR 710 AM, WVOX 1460 AM, WDMC-TV Ch. 22 Optimum, WNYW Ch. 5 Fox, Channel 12-TV News.**

DESPACHO TEMPRANO: Después del comienzo del día escolar, si hay condiciones extremas de mal tiempo u otras emergencias pueden causar el cierre de una o más escuelas.

Aprobación de Información de Emergencia de Despacho Temprano Para asegurar la seguridad de su niño durante una emergencia, la escuela necesita saber sus deseos. Favor de completar el formulario de Aprobación de Información de Emergencia de Despacho Temprano adjunto y devuélvalo a el/la maestro/a de su niño antes del viernes. Favor de discutir sus decisiones con su hijo/a para que él /ella sepa los procedimientos a seguir. Los padres deben de asumir la responsabilidad durante el año escolar de cualquier cambio de información en este formulario notificando al principal de la escuela por escrito.

Como sea su deseo, los padres o la persona designada pueden recoger a su niño/a de la escuela, de lo contrario todos los niños/as transportados por el distrito escolar se les enviarán a su casa en su ruta de guagua escolar regular.

EVACUACIÓN: Si un edificio escolar individual o el Área se considera inseguro, los estudiantes y personal de escuela serán evacuados para un área segura hasta que la emergencia termine.

Lugares de relocalización han sido designados para cada escuela, El lugar de locación de nuestra escuela es _____ . Se harán arreglos en los lugares de relocalización para que usted o la persona que usted asigne recoja a su hijo/a. Cuando la emergencia haya terminado su niño se mantendrá en nuestra custodia, y cuando pudiéramos volveremos a la escuela para el despacho regular, todos los estudiantes que cogen la guagua escolar serán transportados a la casa por su ruta regular de guagua.

REFUGIO: Si condiciones peligrosas ocurren afuera del edificio y creemos que es más seguro que el personal de la escuela y los estudiantes se mantengan adentro, se harán planes para refugiar a todo el que lo necesite en el edificio escolar.

La escuela proveerá un ambiente seguro durante el tiempo que sea necesario refugiarse.

Aunque no se prefiere, los padres o el designado por los padres bajo estas circunstancias pueden recoger a los niños/as de la escuela. Cuando la emergencia haya terminado, todos los estudiantes serán despachados siguiendo los Procedimientos de Despacho Temprano (arriba).

Durante cualquier emergencia o condición de mal tiempo los padres deben de escuchar las estaciones de radio y llamen al Centro de Información al 376-8050.

Nosotros planeamos tener de nuestros procedimientos de Despachos Tempranos y Refugio una vez durante el año escolar para asegurarnos que todos los estudiantes, padres y personal de la escuela están familiarizados con su función para la seguridad de todos los involucrados. Usted será notificado una semana en anticipación de estos ensayos. Gracias por su cooperación a este asunto tan serio.

Sinceramente,
Principal

Sample Letters for Notification to Staff, Students and Parents/Guardians

Dear High School Parent/Guardian:

In compliance with regulation 155.17 of the Commissioner of Education, our School District has developed written emergency plans to cover several phases of emergency situations. Your child's safety is the primary concern of the District.

The following procedures are in place for High School students:

SCHOOL CANCELLATION: Before the start of the school day, weather conditions cause schools to be closed. When inclement weather conditions exist, prior to sending your child to school, please listen to the following radio/television stations for school cancellation information – **WFAS 1230 AM and 103.9 FM, WINS 1010 AM, WCBS 880 AM, WADO 1280 AM, WHUD 100.7 FM, WOR 710 AM, WVOX 1460 AM, WDMC-TV Ch. 22 Optimum, WYNW Ch. 5 FOX, Channel 12-TV News.**

EARLY DISMISSAL: Severe weather conditions or other emergency situations might necessitate earlier dismissal than the usual time. I anticipate this procedure would be used rarely and only under extreme circumstances.

In such an emergency, it would be most difficult in our schools to track every student for dismissal. Therefore, if an emergency condition arises and school must be dismissed earlier than usual, we will assume you have given permission for your child to leave school on their own. If you do not wish your child to be dismissed, please indicate, in writing, to your child's principal what procedures you wish followed. Perhaps when a morning weather report indicates possible inclement weather, students should not drive to school. If your child is transported by the school district, he/she will be sent home on their regular school bus.

EVACUATION: If an individual school building or area is deemed unsafe, students and staff will be evacuated to a secure area until the emergency is ended.

Relocation sites have been designated for each school, our site is _____.
Arrangements will be made at the relocation site for you and your designee to pick up your child. If when the emergency situation has ended your child remains in our custody, we anticipate returning to the school for regular dismissal, all students who ride the buses will be transported home by their regular bus route.

SHELTERING: If hazardous conditions occur outside a building and it is deemed safe for staff and students to remain inside, plans will be made for sheltering everyone in the school building.

The school will provide a safe environment during the time sheltering is necessary. Although not advised under these circumstances, parents or their designee may pick up their child from school. When the emergency is over, all students will be dismissed following the Early Dismissal Procedures (above).

If your child is permanently or temporarily handicapped, or has a physical or mental impairment, please inform your child's principal, in writing, of the special procedures you wish to be followed. If your child is transported by the school district, he/she will be sent home on their regular school bus.

For information regarding school cancellations or early dismissal, please use the radio stations, or by telephoning the Information Center, 376-8050. Please leave the school lines open!

Sincerely yours,

Principal

Sample Letters for Notification to Staff, Students and Parents/Guardians

Estimado Padre/Guardián de Estudiantes de Escuela Superior:

En cumplimiento con la regulación 155.17 del Comisionado de Educación, nuestro Distrito Escolar ha desarrollado planes de emergencia por escrito para cubrir algunas situaciones de emergencia. La seguridad de su niño/a es la prioridad del distrito.

Los siguientes procedimientos han sido implementados para los estudiantes de la escuela superior:

CANCELACIÓN DE CLASES: Antes del comienzo del día escolar, por cuas ade condiciones del tiempo las escuelas cerrarán.

Cuando existen condiciones de mal tiempo antes usted mandar a su hijo/a a la escuela, favor de escuchar a las siguientes estaciones de radio para información de cancelación de escuela – **WFAS AM y 103.9 FM, WINS 1010 AM, WCBS 880 AM, y en español WADO 1280 AM, WHUD 100.7 FM. WOR 710 AM, WVOX 93.5 FM., WDMC-TV Ch. 22 Optimum, WNYW Ch. 5 Fox, Channel 12-TV News.**

DESPACHO TEMPRANO: En caso de condiciones de mal tiempo u otras situaciones de emergencia habrá necesidad del despacho temprano a la hora usual. Yo anticipo que este procedimiento era usado raramente y solo en circunstancias extremas.

En caso de tal emergencia, sera dificultoso para nuestras escuelas encontrar a todos los estudiantes para despacharlos. Así que, si una condición de emergencia llega y la escuela tiene que despedir a los niños/as antes de lo usual, pensaremos que usted le ha dado permiso a su niño/a para irse solo a su casa. Si usted no desea que su hijo/a asea despedido/a, favor de indicarlo por escrito al primicipal de du niño/a con los procedimientos que usted quiere que él siga. Quizas cuando el informe del estado del tiempo por la mañana indique possible mal tiempo, los estudiantes no deben de guiar o ser enviados a la escuela. Si su hijo/a es transportado por el distrito escolar a él/ella se le enviará a su casa en su guagua escolar.

EVACUACIÓN: Si un edificio escolar individual o el area se condera insegura, los estudiantes y personal de escuela serán evacuados para un area segura hasta que la emergencia termine.

Lugares de relocalación han sido designados para cada escuela, nuestra area de relocalación es _____ . Se harán areglos en los lugares de relocalación para que usted o la persona que usted asigne recoja a su hijo/a. Cuando la emergencia haya terminado su niño se mantendrá en nuestra custodia, y cuando pudiérmos volveremos a la escuela para el despacho regular, todos lost estudiantes que cogen la guagua escolar transporados a la casa por su ruta regular de guagua.

REFUGIO: Si condiciones peligrosas ocurren afuera del edificio y creemos que es mas seguro que el personal de la escuela y los estudiante se mangengan adentro, se harán planes para refugiarse a todo el mundo en el edificio escolar.

La escuela proveerá un ambiente seguro durange el tiempo que sea necesario refugiarse.

Aunque no se prefiere, a lpost padres o al designado por los padres bajo estas circunstancias pueden recoger a los niños/as de la escuela. Cuando la emergencia haya terminado, todos los estudiantes serán despedidos siguiendo los Procedimientos del Despacho Temprano (arriba).

Si su hijo/a es permanentement o temporalmente impedido, o si tiene algún impedimento físico o mental, favor de informar al principal de su hijo/a por escrito, los procedimientos especiales que usted quiere que se sigan. Si su niño/a es transportado a la escuela por el distrito escolar a él/ella se le enviará a la casa en su guagua escolar regular.

Para mas información de las cancelaciones de escuela o de despacho temprano use la estaciones radials o llamen al Centro de Información al 376-8050. Favor de dejar el teléfono de la escuela libre.

Sinceramente,
Principal

Sample Letters for Notification to Staff, Students and Parents/Guardians

EMERGENCY EARLY DISMISSAL APPROVAL INFORMATION

In order to assure the safety of your child during an emergency, the school needs to know your wishes. Please complete the information requested below and return it to your child's teacher.

Please discuss your decision(s) with you child so he/she knows what procedures to follow. Parents must assume responsibility during the school year for updating any information on this form, by notifying the school in writing.

Please print all information.

Student _____ Grade/Classroom _____

Address _____

Parent _____ Telephone: Home _____ Business _____

Please check () below the procedure(s) you want followed for your child to be dismissed in the event school is closed *before* regular dismissal time:

- () I give my approval for my child to go home on the school bus.
- () I give my approval for my child to walk home.
- () My child may go home only with me.
- () I give my approval for my child to walk home only if accompanied by his/her brother/sister. Please list name(s) and class:

- () In the event that I am unable to pick-up my child, I give my approval for my child to go home ONLY with one of the following people:
Name: _____ Telephone: _____

Signature of Parent/Guardian Giving Approval

Date

INFORMACIÓN SOBRE LA ABROPACION DEL DESPACHO TEMPRANO

De manera que podamos asegurar la seguridad de su niño/a durante una emergencia, la escuela necesita saber cual es su deseo. Por favor complete la información que le pedimos abajo y devuelvala a la maestra de su niño/a.

Por favor discuta su decision con su niño/a para él/ella sepa los procedimientos a seguir. Los padres son responsables de mantener esta información al corriente, notificando a la escuela por escrito.

Por favor sue letra de molde.

Estudiante _____ Grado/Salon Hogar _____

Dirección _____

Nombre del Padre _____ Teléfonos: Casa _____
Trabajo _____

Por favor marque el(los) procedimiento(s) que usted quiere que se sigan con su niño/a en caso de que se cierren las escuelas antes de la hora regular:

- () Doy permiso para que mi niño/a sea transportado en la guagua escolar.
- () Doy permiso para que mi niño/a camine a la casa.
- () Mi niño/a solamente se puded ir a la casa conmigo.
- () Doy permiso para que mi niño/a camine a la casa solamente si está acompañado por su hermano/as. Por favor ponga los nombres y las clases en el espacio esta abajo:

- () En el caso de que yo no pueda recoger a mi niño/a, doy permiso para que mi niño/a recogido/a por las siguientes persona:
Nombre: _____ Teléfono: _____

Firma del Padre

Fecha

FIRST AID QUALIFIED PERSONNEL

This information is annually compiled by the district's medical office and sent to the building Principal and the Chief Academic Officer.

A copy of this information should be kept on file with Building-level School Emergency Management Plan.

EVACUATION SITE AGREEMENT

On school letterhead

Whereas (the Agency) has been requested by the Yonkers Public Schools to make its site located at (address) available for use by (School) in the event of an emergency evacuation of the School, and

Whereas the Yonkers School District Emergency Management Plan requires that agreements to provide emergency evacuation sites be in writing,

It is agreed that (Agency) will permit the use of its facilities located at (address) to be used by (School) in the event of an emergency evacuation.

Notice of such emergency evacuation shall be provided to (Agency) by telephone as soon as possible by calling (Agency telephone number).

Yonkers Public Schools Administrator

Outside Agency Representative

