

# S.H.E.L.L.

## Emergency Responses for the Utica City School District

*Below is a description of the New York State standardized terminology that the District is using during emergencies. Depending on the nature of the incident, the school will implement one of the following protective actions:*



### **SHELTER-IN-PLACE**

Used to shelter students and staff inside the building in the event it is safer inside the building than outside. For example, this response might be implemented in the event of severe weather.



### **HOLD-IN-PLACE**

Used to limit movement of students and staff while dealing with short-term emergencies, such as maintenance issues or medical emergencies.



### **EVACUATE**

Used to evacuate students and staff from the building. When an evacuation is necessary, students can be moved outside on school grounds or to a predetermined shelter site depending on the threat.



### **LOCKOUT**

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school and in the community, but not an imminent threat to the school.



### **LOCKDOWN**

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. Students and staff will move to a safe area in the building and remain quiet until they are released.



### **Utica City School District**

929 York St., Utica, NY 13502

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

(315) 792-2210

**Albany School** 315.368.6500

**Christopher Columbus School** 315.368.6520

**Roscoe Conkling School** 315.368.6815

**General Herkimer School** 315.368.6600

**John F. Hughes School** 315.368.6620

**Thomas Jefferson School** 315.368.6700

**Hugh R. Jones School** 315.368.6740

**Kernan School** 315.368.6760

**Martin Luther King Jr. School** 315.368.6720

**Watson Williams School** 315.368.6780

**Donovan Middle School** 315.368.6541

**JFK Middle School** 315.368.6641

**Thomas R. Proctor High School** 315.368.6404



# Utica City School District

## Emergency Awareness for Parents

### PREPARATION FOR EMERGENCY SITUATIONS

1. Make sure emergency contact information is correct: mailing address, phone numbers, and pick-up information. Your child will only be released to parents and persons identified on the emergency contact list.
2. Keep medical information and medications up to date with the school nurse.
3. Review the emergency response information with your child. Remind them to listen to their teacher/staff for instructions and to remain calm. Explain to them that they may be moved to a different location in the event of an emergency. Talking with your child ahead of time can help to ease anxiety and fear if an emergency occurs.
4. Keep alert. Report any suspicious behaviors or activities to school administration or law enforcement.
5. "See Something, Say Something!"

### IN THE EVENT OF AN EMERGENCY AT SCHOOL

1. If an emergency occurs, student safety is the first priority.
2. **DO NOT COME TO THE SCHOOL UNTIL NOTIFIED TO DO SO.** Listen for further instruction. Monitor the district's school messenger system and the district's website for official information. Be accessible; remain at the emergency phone numbers you provided to the school.
3. **Students will be held in school custody until the emergency has been declared safe.** If your child will be dismissed directly to your custody or the custody of persons identified on the emergency contact list, they must be signed out.
4. When picking up your child, ensure that you have proper identification with you. During an emergency, pickup procedures may be different and ID may be required to release your child.

**Mobile Crisis Assessment Team (MCAT)** (315) 732-6228  
If you feel your child is a danger to themselves or others,  
call 911 or the Mobile Crisis Assessment Team (MCAT)



Provided by:  
OHM BOCES Safety Services  
safetyservices@oneida-boces.org