



John Walton Spencer School#16

321 Post Avenue

Rochester, NY 14619

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"Our School, Where Children and Learning Come First"

Dear Parents and Guardians,

We want to discuss the Rochester City School District's and our school's Emergency Response Plan. Your children's safety and educational needs are what we focus on every day. The RCSD Safety and Security Department developed the Emergency Response Plan along with training for all RCSD staff. In our school we have extensive training to ensure we are ready should the need arise. The plan and training allow us to provide a safe learning environment for all students, staff and visitors.

Every RCSD school has two important safety teams:

1. Emergency Response Team is appointed by the Principal to plan and respond to building emergencies.
2. Post Incident Response Team is a social/emotional support team that assists a school during and after a crisis and helps to restore a building to its original condition.

We have two types of Emergency Preparedness and Response Drills. The school has eight Evacuation Drills and four Lockdown Drills throughout the school year. We have five types of Emergency Response Categories that staff and students practice and prepare for.

1. Shelter-In-Place: Used for weather emergencies, chemical or other disasters occurring outside the building that effect HVAC with the building or ability to safely evacuate the building due to health or safety of life.
2. Hold-In-Place: Used to limit movement of staff and students while dealing with a short- term potential or actual emergency.
3. Evacuation: Used when the building needs to be evacuated quickly. This will be announced via the fire alarm system. On very rare instances other methods will be used, such as the public address system, email, telephone messaging or in person evacuation announcements (i.e. internal gas leak).
4. Lockout: Used to secure the building during incidents that pose a potential imminent threat OUTSIDE of the building.
5. Lockdown: Used to secure the building during incidents that pose an imminent threat INSIDE the building.

The two leaders for John Walton Spencer School 16 Emergency Response Team are Mrs. Lisa Garrow, Principal and Mr. Leandrew Wingo, Assistant Principal. The Rochester City School District's Department of Safety and Security team leaders are Mr. James Sheppard-Director of Safety and Security, Mr. Daniel Betancourt-Supervisor of Safety and Security, and Mr. Charles Cutler-Emergency Response Planning Coordinator.

Our primary concern is keeping our entire RCSD family safe at all times. Any questions or concerns, feel free to contact me at 585-235-1272.

Best regards,

Mrs. Lisa Garrow, Principal