

Category: **STUDENTS**

Issued: 3/24/10

Number: **A-415**Subject: DEPARTMENT OF EDUCATION EMERGENCY NOTIFICATION
SYSTEM

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ABSTRACT

This is a new regulation. Pursuant to state law, it establishes a system whereby parents, staff, and elected officials may voluntarily subscribe to receive emergency notifications through electronic text messages, phone calls, and/or electronic mail.

I. INTRODUCTION

- A. The Department of Education is committed to ensuring that parents, staff and elected officials are aware of emergency incidents and occurrences that may pose a threat to the health and safety of students and staff in New York City school buildings.
- B. Each school has a safety plan in place that defines the normal operation of the site and establishes protocols and procedures for addressing emergency incidents in the school. In addition, each school has a school safety committee that meets on a monthly basis to address ongoing safety concerns and develop safety procedures and prevention and information strategies and programs. Pursuant to state law, in order to provide parents with another means to access the most up-to-date information about school related emergencies, the Department of Education has established a system whereby parents, staff and elected officials may voluntarily subscribe to receive emergency notifications through electronic text messages, phone calls, and/or electronic mail.
- C. Parents, staff and elected officials who subscribe to receive such electronic notification will receive information regarding the following incidents which may pose an imminent threat to the health or safety of a substantial number of students and staff at a particular school building.
 - 1. School evacuation and relocation of students
 - 2. Incident which requires students to remain in school after regular dismissal time resulting in late dismissal
 - 3. Emergency closing of school
 - 4. Delayed opening of school

II. ENROLLMENT

- A. Parents, staff and elected officials may enroll to receive emergency notifications by e-mail, through the Notify NYC system which may be accessed at the following website www.nyc.gov/notifynyc or by telephoning 311.
- B. Parents, staff and elected officials who subscribe using web enrollment may select five zip codes from which to receive emergency notifications. Parent selection should correspond to zip codes for schools attended by their children. Persons who enroll through the web may elect to receive notifications through email, text messaging and/or telephone.
- C. Parents, staff and elected officials who subscribe by calling 311 will receive phone notification, not text or e-mail notifications.
- D. Any subscriber who wishes to cancel or suspend their participation may do so by following the procedures set forth at <https://a858-nycnotify.nyc.gov/NotifyNYC/FAQ.aspx>.



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III. **NOTIFICATION**

Each principal must ensure that their Parent Coordinator or other designee is familiar with the registration process for the emergency public notification system.

IV. **INQUIRIES**

Inquiries pertaining to this regulation should be addressed to:

Telephone: 718-610-0266	<i>Director of Emergency Management</i> N.Y.C. Department of Education 44-36 Vernon Boulevard – Room 600 Long Island City, New York 11101 Alisa@schools.nyc.gov	Fax: 718-610-0261
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