



## **EMERGENCY RESPONSE**

### **IMPORTANT POINTS TO REMEMBER – PARENTS**

- **YOUR SCHOOL HAS A PLAN** –ALL staff have been trained and have completed drills using a site-specific Emergency Plan. It is important that students follow their teachers’ instructions.
- **KEEP YOUR EMERGENCY CONTACT INFORMATION CURRENT** –Your emergency contact information (home address, home/work/cellular telephone numbers, names of others with pickup authority for your child) should be updated whenever there is a change.
- **MONITOR LOCAL NEWS** – Information regarding school emergencies will be broadcast by local media outlets. The front page of the district’s web site is used for posting emergency “alerts” to the public in the event of an emergency affecting schools.
- **BE ALERT FOR AUTOMATED TELEPHONE NOTIFICATION** – The district and schools will send emergency and routine messages to parents via mass telephone notification. Any contact phone number you have provided to your child’s school site will receive emergency calls.
- **DO NOT CALL OR GO TO YOUR CHILD’S SCHOOL** – During an actual emergency, school staff will be responding to the emergency and addressing the needs of students. Calling the school will prevent phone lines to be used for emergency communications. Please do not go to your child’s school unless you have received direction from the school or district officials. Traffic around the school may impede the ability of emergency responders from entering/exiting the campus.
- **REUNITING WITH YOUR CHILD** – When the situation allows, students will be released following the “reunification procedures” prescribed in the school’s Emergency Plan. This procedure ensures that each student is released to a parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and will sign students out to ensure safety and accountability.
- **ALTERNATE PICKUP SITE** – In some emergencies, it may become necessary to move students and staff from their school to the “off campus evacuation location” as prescribed in the school’s Emergency Plan. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of the event. If this occurs, parents will be notified via multiple means, including automated telephone calls, the district website, and local radio and television stations.
- **STUDENTS WHO REMAIN AT SCHOOL** – If a parent, guardian or authorized designee cannot pick up their child following an emergency, the child will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.