



Dear Parents/Guardians:

Re: Emergency Preparedness

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for a critical incident. It is important that you become familiar with the school's emergency procedures and what you should do in the event of an emergency at the school. In efforts to be prepared we will be having some drills in the next 6 weeks. We encourage you to discuss how you expect your child to behave and respond during an emergency or disaster situation

Critical Incident Terminology

- Shelter in Place – Students and staff remain on site. This may be due to a flood, powerlines down, a hazardous spill near the school etc. Essentially, evacuating is more dangerous than remaining in place.
- Evacuate – Students and staff evacuate the building, generally to a specific nearby location. Typically, due to events like a fire.
- Hold and Secure – Also referred to as a lockout. In this case students remain in the building, but external doors are locked. Students and staff are asked to remain in the classroom while a situation is resolved. Typically used for a police incident near a building.
- Lockdown – A lockdown isolates students and staff from a threat outside or within the building. This is generally considered the most significant level of response and controls the movement of people both within and near the building. Internal and external doors are locked.

The school is prepared to care for your child in the event of an emergency until you or an authorized alternate come to pick him or her up. To make your child as comfortable and safe as possible until you arrive, we ask for your help in the following areas.

- Please **do not phone the school following a disaster**. We must keep the lines open for outgoing emergency calls.
- Please, **in the event of a lockdown, do not phone your child's cell phone**. A ringing phone can call attention to students.
- Please **do not drive to the school**. Streets and access to the school must remain clear for emergency vehicles. Park as close as you safely can and walk to the school.
- Listen and watch for updates – both the school and District will use a variety of communication tools including phone trees, e-mail, traditional and social media to alert parents of the current situation and next steps.
- As soon as school officials indicate it is safe to pick up your child, we request you or your alternate guardian travel to the school or identified student-parent reunification site to reunite with your child.
- No student will be released from the school unless a previously authorized parent/guardian or alternate comes for the student.
- All parents/alternates who come to pick up children must sign the students out at a designated student release area.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. **Please ensure the office has up to date contact information at all times.**

Thank you for your cooperation and assistance. This process helps to ensure a speedy reunion for you and your child and contributes to the safety and well-being of your child in an emergency.

Thank you,

Paul Turkin
Acting - Principal