

Student safety and parent notification.

The key to successful emergency management is planning. Let's look at some ways your schools can be prepared in the event of an emergency.

How can a parent or guardian be assured that they will receive the most up-to-date information from my child's school?

To ensure that every parent has the most accurate account of an emergency situation, parents must keep their contact information up to date. Reminders may need to be communicated from the school office to the parents that current emergency contact information must be on file at all time.

How and when will parents be notified if there is an emergency at school?

Schools should have very specific guidelines as respects contacting parents/guardians in the event of an emergency. (These guidelines must be communicated to all parents/guardians on a regular basis.) The means and immediacy of communication will depend on the scope of the event and on the potential or actual impact to the safety of the students. While it's difficult to describe all possible scenarios, the following can be used a guide to gauge the District's level of notification and systems used to communicate with families:

Impact Level	Notification Response
<p>A Low Impact Incident: Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one that does not impact more than one student.</p> <p>Example: A small disturbance or fight. NOTE: Not every misbehavior incident will warrant a notification response.</p>	<p>Posted message on school website Letter sent home and/or email message</p>
<p>A Moderate Impact Incident: Poses a moderate risk to the school. Results in some disruption to school activities</p>	<p>Email Text message</p>

such as a change of schedule or cancellation of some activities. Example: A gas leak or a threat to the school	Posted message on school website
A High Impact Incident: The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students. Example: An intruder in school or the use of a weapon in school resulting in injuries to students or staff	Phone message Text message Email Posted message on school & district website Press release

When should parents report to the scene of the incident/emergency?

In the case of a high-impact emergency situation in a school or at a school-sponsored activity, access to the scene will be limited and controlled by fire or police officials.

Parents are encouraged to remain close to their sources of communication, whether phone or email, to ensure they are receiving accurate and timely updates on the emergency from school division staff.

Once the emergency is declared "over," will parents be able to report to their child's school?

When communicating to parents that the school emergency has ended, direction should be provided on how parents will reunite with their child. Parents may be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

If the school building is evacuated, how will parents be able to locate their child?

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal bus service will resume. It is important for the school to communicate protocols for child pick up. While a child may text or email the parent/guardian about the evacuation before the school is able to notify, the school may want to remind the parent/guardian to rely on the direction from the school. That information be sent via phone, email or website. Again, having current emergency contact information on file is crucial to the success of any emergency plan.

Remember, a student should only be released to an adult that is documented as an emergency contact. Always ask for proper identification before releasing the child.