



# Quincy School District 144 - 101

*Improving the Life Choices for All Students*

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## ***PARENT GUIDE TO SCHOOL CRISIS PLANNING***

### **Your Help Is Needed During School Emergencies**

This information is intended to give you a better understanding of the safety procedures Quincy School District has in place in the event of an emergency. As parents/guardians you have entrusted your children to us for the better part of each working day. ***It is important for you, as well as your children, to know what to do when the school is in a crisis.*** By working together and following established procedures we have a much greater chance to keep everyone safe. Advance preparation is vital in maintaining a safe environment.

### **Learn More About Our School's Emergency Preparedness and Response Plan**

- The district promotes taking appropriate measures to ensure the safety of all students and staff members.
- The district and each building has crisis and safety plans in place.
- The All Hazards Safety Plan (AHSP) is designed by the collaborative efforts of school staff, local law enforcement, local fire department, and other emergency management agencies.
- The AHSP, which is regularly reviewed and updated, includes procedures for response to a variety of crisis incidents.

### **Preparation is Key to Safety**

School district personnel and students will practice objective based drills associated with specific emergencies on a regular basis during the school year. These drills will include:

- Evacuation (fire)
- Intruder (lock-down)
- Shelter-in-place
- Complete site evacuation

Drills are important to build confidence and trust, build in automatic responses, and to practice and learn. Talk with your child about the importance of drills.

### **Keep Your Family Emergency Information Current**

Emergency and crisis situations can happen at any time so it is critical to keep your family contact information current. Notify your child's school every time there is a change. An up-to-date list of friends and family members who are authorized to pick-up your child, with their current contact information should be included in this information. In an emergency evacuation, students will be released only to individuals on the authorized pick-up list. **Photo ID is required for student pick-up.**

## **During a School Emergency**

In order for our emergency response plans to be effective, we must depend on the cooperation and assistance of many people, such as the police and fire departments. We also depend upon the parents of our students to support our disaster response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. We ask parents to observe the following procedures during a crisis situation:

- Do not telephone the school or your child's cell-phone. We understand and respect your concern for your child, but it is essential that the telephone systems be available for emergency communications.
- Depending on the magnitude of the crisis, you can tune to local radio or TV stations for emergency announcements and status reports. You will also receive instructions on where you should go and how/when you may be able to pick up your child.
- Information may also be posted on the Quincy School District website ([www.qsd.wednet.edu](http://www.qsd.wednet.edu)) and/or via the automated information line (school messenger system).
- Do not come to the school or evacuation location until you are instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If a building is in a lock down situation you will not be allowed to enter.
- If evacuation is required, students may be transported to a location away from the school. You will be notified of this through the media bulletins, the district website, or automated phone system (school messenger system).
- An adult will always stay with your child until he/she can be picked up or be safely transported home.
- The media may want to interview you or your child. Depending on the situation, this may make the situation worse. If in doubt, decline to participate. The school has a specific person assigned to communicate with the media.
- Staff has specific assignments and training to respond to situations. Volunteers should report to the building principal for assignment rather than jumping in to assist on their own. Good intentions may sometimes complicate the problem.
- Signage may direct you to the reunification sight once you arrive at campus.
- Emergency information should include any special needs or medications your child requires.
- The school district has a plan to assist with emotional recovery after an event.
- It is a good idea to include out of state, or out of the area, emergency phone contacts. In some emergencies long distance service is all that is available.

### **Develop a Family Plan**

- Each member of the family should know basic contact information from memory.
- Each member of the family should have more detailed written contact information easily accessible.
- Establish a meeting place for the family to reunite.
- Have a three-day minimum emergency supply of food, water, and first aid.
- Develop and keep handy an emergency "grab-and-go" kit.
- Practice your plan.