

("During a School Emergency" continued)

- Signs will direct you to the Parent-Student Reunification Site once you arrive at campus.
- The media may want to interview you or your child. Depending on the situation, this may make the situation worse. Please decline to participate. The school has specific persons assigned to communicate with the media.
- Staff have specific assignments and training to respond to situations. Adults who happen to be on campus at the time of an emergency should report to the School Office for assignment rather than jumping in to assist on their own. Good intentions may sometimes complicate matters.
- An adult will always stay with your child until he/she can be picked up or be safely transported home.
- Emergency information should include any special needs or medications your child requires.
- 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.
- The school has a plan to assist with emotional recovery after an event.

Please know that if your child is injured in any situation during the school day, you, or someone on your emergency contact list, will receive a call directly from a school official.

### Develop a Family Plan

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

*The Red Cross has more information on developing family safety plans. You can contact them for additional materials.*

Ebenezer Christian School

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This brochure was developed by Washington State Educational Service Districts' representatives as part of the Department of Education—Emergency Response Crisis Management grant #03517 initiatives. Research indicates that these are effective procedures when a school is in a crisis or emergency situation.

# Ebenezer

# Christian

# School

## Parent Guide to School Emergency Planning



# School Safety involves you!

## Your Help Is Needed During School Emergencies

This guide is intended to give you a better understanding of the safety procedures Ebenezer Christian School has in place in the event of an emergency. As parents and 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 an emergency.*** By working together and following proper procedures we have a much greater ability to keep everyone safe. Advance preparation is vital in maintaining a safe environment.



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

- The school promotes taking appropriate measures to ensure the safety of all our students and staff.
- The school has written emergency plans.
- The plans are designed through the collaborative efforts of school staff, local law enforcement, local fire department, and emergency management.
- The plans, which are regularly reviewed and updated, include procedures to respond to a variety of emergency incidents.

## Preparation is Key to Safety

School personnel and students practice several types of drills on a regular basis during the school year. These drills include:

- Evacuation (fire)
- Earthquake
- Lockdown (intruder)
- Shelter-in-place (chemical spill, toxin)

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

Teach your child the importance of listening to teachers in emergency situations.

## Keep Your Family Emergency Information Current

Emergency situations can happen at any time so it is very important for you to keep your family contact information current. Notify the school every time there is a change. Included in this information should be an up-to-date list of friends and family members authorized to pick-up your child, with their current contact 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.**

Many times, the safest place for students during an emergency is to stay inside the school or "shelter-in-place".

## 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:

- Tune your radio to KGMI (790 AM) or KWPZ (106.5 FM) or a Seattle TV station 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.
- Do not telephone the school. We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications.
- 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.

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