

EMERGENCY PLAN

In light of recent national developments, it is important that we ensure that every school in our district is prepared for a crisis. **Individual schools should conduct a meeting with all employees and students to review the school Crisis and Emergency Management Plan.** It is important that emergency communication methods be disseminated to parents and community members.

It is important to remain calm, as children get their cues from adults. Monitor discussions that may cause children to become anxious or fearful. Restrict student access to television or radio broadcast of current events.

The following measures will be implemented:

High Risk (Orange Alert)

- Assess increased risk with public safety officials in your area
- Assess facility security measures that are in place in your building
- Review field trip decisions
- Update employee emergency call list
- Inventory emergency supplies and equipment
- Increase communication with parents and community

Severe Risk (Red Alert)

- Provide staff members with appropriate emergency numbers
- Establish parent/student reunification process
(Update and accurate emergency cards on all students)
- Increase building security throughout the school campus
- Restrict visitor access
- Limit visitor parking near main school facility
- Monitor radio and television broadcast
- Check website and e-mail on regular basis