

## **SCHOOL EMERGENCY GUIDE FOR PARENTS**

### **It's all about Safety in an Emergency: Information parents need if an emergency arises at your child's school.**

Arlington Public Schools (APS) is committed to providing a safe environment for students and staff. APS works collaboratively with local safety officials to ensure that we are well prepared and children are protected. Emergency preparedness is taken very seriously and school administrators and other staff are provided with crisis management training.

This information has been prepared to provide you with important instructions should there be an emergency at your child's school. Please read the following important information carefully, and then save this brochure where you can refer to it quickly.

#### **What parents should do to prepare for a school emergency:**

- ✓ Be sure your child's emergency contact information is correct. Notify your child's school promptly if this information changes.
- ✓ Identify who would be authorized to pick up your child if there is a school or community emergency. Make sure anyone identified as an emergency contact is listed on your child's student emergency information sheet.
- ✓ Talk with your child about the importance of remaining calm and following instructions in the event of an emergency.
- ✓ Have your child practice his or her full name, address and phone numbers in order to contact you or other authorized adult in the event of an emergency.

#### **What to do during a school emergency:**

- ✓ If there is an emergency at Arlington Public Schools wait for official instructions that will be communicated using the APS website ([www.apseagles.org](http://www.apseagles.org)) and AlertNow. This telephone message will inform you of what has happened and what you should do (if anything).
- ✓ Please do not call the school since they will be busy managing the incident.
- ✓ Please do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.
- ✓ Students will be kept in school or at the city auditorium or other shelter until the end of the school day if possible. If you are asked to pick up your child, the reunification site and the time when you can meet your child will be announced by school officials using the APS website and AlertNow.
- ✓ When you go to the reunification site, bring a government issued identification card (e.g., driver's license, passport, etc.) and check in with school officials.

- ✓ Students will be released to parents/guardians or others named on student emergency information sheets that have acceptable identification.
- ✓ If a legal guardian or an emergency information sheet designee cannot pick up a child, the child will remain at the reunification site.

### **Emergency Procedures in all Arlington Public Schools:**

- ✓ **Evacuation.** Students and staff quickly exit the school building if there is a hazard inside. The football field and city auditorium are potential evacuation sites.
- ✓ **Code Yellow.** Indicates that there is a need to exercise caution procedures. Students and staff are protected by staying behind closed classroom doors.
- ✓ **Code Red.** Indicates a potentially dangerous situation in which students are secured behind locked doors and procedures for securing the area are executed.
- ✓ **Severe Weather/Tornado.** Based on the severity of the storm and current weather conditions, students and staff may be instructed to move to pre-designated safe areas.

### **AlertNow Communication System**

APS uses the AlertNow communication system as part of its ongoing effort to enhance student/staff safety, security and communications. AlertNow will be used to contact parents via telephone in a variety of situations ranging from severe weather and power outages to other emergencies. AlertNow also will be used to inform parents when schools are closed or opening late due to inclement weather. The system may also be used by subgroups within the schools to communicate important information to their designated audience.

Every parent who has a child attending APS is automatically signed up to receive messages from AlertNow.

In order for the AlertNow system to be effective, APS must have accurate contact information for all parents. Without current contact information, the AlertNow system will not be able to make the necessary contacts in the event of an emergency.

**Whenever a parent changes a home phone number, cell phone number or e-mail address, they need to notify their child’s school so the information can be updated.**

### **Arlington Public Schools**

[www.apseagles.org](http://www.apseagles.org)

#### **Phone Numbers**

Arlington Public Schools’ District Office:	(402) 478-4173
Arlington High School:	(402) 478-4171
Arlington Elementary School:	(402) 478-4121