

School Emergency Guide for Parents

Safe Learning and Working Environments – A Top Priority

Creating and maintaining safe schools for students, staff, and visitors is one of Superintendent's goals within her strategic plan for Volusia County Schools. Parental support and community involvement are vital to helping the district maintain safe, secure and orderly schools. The district works in partnership with public safety agencies within the county, state and nation to develop and implement school and district emergency plans that help create safe school environments.

Emergency Preparation is Critical

The district's Comprehensive Emergency Management Plan (CEMP) incorporates team planning, effective implementation and appropriate follow-up actions. This guide, coordinated with representatives from local, state and federal emergency response agencies, provides a framework for schools and sites to develop their own school-based crisis management plan tailored to the unique conditions and resources of their facilities. This CEMP is written with the explicit intent to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma and minimize personal injury and/or damage to property. The plan will not only help maximize the health, safety and welfare of students, staff and visitors should an emergency arise, but will also address the day-to-day climate at each school. This Comprehensive Emergency Management Plan and subsections are "**For Official Use Only**" **Safety Sensitive Information** and is protected from public records by **Florida Statute 119.071 (3)**. Through the use of annexes, this CEMP addresses several specific types of emergencies on an individual basis, emergency response instructions and references in a concise format, while providing guidelines for stabilization and recovery for a variety of incidents.

The district works closely with local government, law enforcement and other emergency management officials to monitor safety and security concerns and respond quickly to situations as they arise. The district and all schools in Volusia County have plans to respond to emergencies, including inclement weather, fire, dangerous items on campus, active shooter, etc. Schools update their site specific Safety and Security Manuals/Plans annually which is part of the district's CEMP. The plans are then submitted for review and approval to the district Safety and Security department.

The district also provides several training opportunities to school staff to assist them in preparing for a wide range of potential emergencies. In addition, all schools conduct emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses. Each school has assigned key staff members to perform roles and responsibilities during emergency situations as a part of their School Security Team.

School and district emergency plans and procedures are modeled on the Department of Homeland Security's National Incident Management System and use the Safety and Security

Best Practices developed by the Office of Program Policy Analysis and Government Accountability (OPPAGA).

Parents Have a Key Role in Emergency Response

During and following an emergency situation, school and district officials must act quickly and follow established emergency protocols to safeguard students and staff, secure schools, and communicate accurate information in a timely manner. Parents can assist greatly by helping with preparation before the emergency. Here are a few critical steps parents can take:

- Give school officials accurate contact information so you can be reached in case of emergency. Keep the information current by notifying officials of any changes as soon as they occur. Multiple contact sources are helpful, including home and office telephone and fax numbers, mobile telephone numbers and paging information, email addresses, etc. Also important, in case you cannot be reached, are the up-to-date names and contact information of family members, friends, and any other adults authorized as emergency contacts for your child.
- Talk to your child about your personal emergency notification arrangements and let your child and school officials know if you anticipate being unavailable or difficult to reach for an extended period of time.
- Stay informed about potentially serious situations, such as inclement weather.
- Monitor local media and our school district website when serious conditions arise at school or in the community that might result in school evacuation, early dismissal, or school closing.
- Notify school officials if you see or hear of anything that could create a danger at school. If you prefer, you may call our Communication and Monitoring Center 24/7 at (386) 943-7626.

Delayed Dismissal and Emergency School Closings

Occasionally, an unforeseeable event or emergency may require the closing of a school or all schools for a period of time. The decision to close schools, or alter opening and closing times, is made by the superintendent after consulting with county and municipal public safety agencies and school district staff. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community.

In cases of threatening weather, the district maintains close contact with the National Weather Service, the Volusia County Office of Emergency Management and local law enforcement officials to help make decisions about dismissal of students or school closings. Officials want to make the safest possible arrangements for students and may delay the dismissal of students during exceptionally hazardous weather conditions, such as lightning or tornado warnings. However, parents and guardians will be allowed to sign their child out during these situations at the main school office.

The district's automated telephone system (with texting option, parents must opt in) will be used to notify parents about delayed dismissals, closings or other emergency conditions. In most situations involving delayed dismissal, students who walk or ride bicycles may be kept at school until parents can arrange for them to be picked up. Bus riders will be delivered home when conditions allow for a safe dismissal.

Emergency Release of Students to Parents

School officials want to maintain as safe and orderly an environment as possible at all times. During an emergency, special procedures are followed to help ensure student safety. Principals have procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification. For safety reasons, children will only be released to an adult has been properly designated as an emergency contact and who has proper identification. Non-custodial parents who may pick up students must be listed with your child's emergency contact information as a guardian and also must show proper identification.

Emotional Support for Students during Emergencies

It is important that students feel safe in their schools, especially after a crisis has occurred. Should there be a need, the district can provide psychological services to students and/or staff through the Crisis Response Team assigned to their school. The CRT, part of the school's Safety and Security response team, determines the extent of the need for services at the school and works with district staff and community support agencies to address identified needs. If a situation occurs at school or in the community in which students are emotionally affected, a crisis response team will provide counseling assistance to students to help them understand and cope with their emotions and reactions.

Important Points to Remember

- **Your school has a District approved plan** – Each school has a site-specific Safety and Security Plan. Teachers, administrators and staff have been trained and have completed drills using this plan.
- **Keep your emergency contact information current** – Please be sure your emergency contact information (home address, home/work/cellular telephone numbers, names of others with pick-up authority for your child) is updated whenever there is a change.
- **Monitor local news and District website** – Information regarding school emergencies will be broadcast by local media outlets. In addition, the front page of the district's web site is used for posting emergency "alerts" to the public in the event of an emergency affecting schools.
- **Be alert for automated telephone notification** – The district and schools will send emergency and routine messages to parents via mass telephone notification. Parents may

register multiple phone numbers with their child's school to ensure messages are received. Parents may also request to receive text messages.

- **Do not call or go to your child's school** – During an actual emergency, school staff will be busy responding to the emergency and addressing the needs of students. Calling the school will only tie up phone lines that must be used for emergency communications with staff and emergency responders. Please do not go to your child's school unless you have received direction from the school or district officials. Vehicular traffic around the school may impede the ability of emergency responders from entering/exiting the campus.
- **Reuniting with your child** – When the situation allows, students will be released following the “reunification procedures” prescribed in the school’s Safety and Security Plan. This procedure ensures that each student is released to a parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and may be asked to sign students out to ensure safety and accountability.
- **Alternate pick-up site** – In some emergencies, it may become necessary to move students and staff from their school to the “off-campus evacuation location” as prescribed in the school’s Safety and Security Plan. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of the event. If this occurs, parents will be notified via multiple means, including **automated telephone calls, the district website**, and local radio and television stations.
- **Students who remain at school** – If a parent, guardian or authorized designee cannot pick up their child following an emergency, the child will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.
- **Sign-in and obtain a badge** - When visiting campus, please follow the established safety and security measures in place for that campus. Everyone should sign-in at the main office, have a reason to be on campus and wear their assigned visitor badge while on campus conducting business.
- **Eating breakfast and lunch with your child** – Parents eating breakfast/lunch with their child will have to sign-in and can only eat with their child. You will have a special area (table) either inside or outside the cafeteria to eat with your child. For lunch, report to the main office to sign-in and get visitor badge.
- **Dropping off your child** – Follow the established parent drop-off procedures for your school. If you wish to walk your child into the campus, please keep in mind that schools now have holding areas before school starts to keep students together. Parents will be asked to leave the campus once you arrive and deliver your child to those identified areas. Once the bell rings, parents should be off campus so instruction can take place.
- **Picking up your child** – Remain off campus, in parent waiting area or in your car until the dismissal bell rings. No parents are to be within the school campus unless they have clearance from the main office. Many schools have parent waiting areas in the afternoon for the final bell to ring, please follow the school guidelines.

If you have any concerns or questions about district emergency plans, please call Safety and Security department at (386) 258-4677, extension 50546.