



Shaker Regional School District  
Belmont Elementary  
School

# Emergency Response Plan: A Guide for Parents

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guide.

## General Information

Being prepared for emergencies is not only a requirement of the State, but is also taken very seriously by the staff and administration of the Shaker Regional School District. Although a school is one of the safest places to be and a serious emergency situation is very rare, it is essential that our response is well thought out, so our actions are nearly automatic.

The District has developed an emergency management and safety plan for each of its schools – plans that are reviewed and updated annually. All of these plans are coordinated with police, fire, EMS, and other state agencies. Our plans address a wide range of issues before, during, and after a crisis.

If disaster strikes, the first consideration for every staff member is the safety of our students. This guide provides a description of how the school staff will manage an emergency and how parents' cooperation can support our efforts to insure the best possible outcome.

**YOU** are an important part of our plan. It is essential for students and parents to understand what to do in the event of a school crisis.

## Critical Parent Information

**Stay calm!** In an emergency all adults must work together as a focused team. If you panic, you may make the problem worse. Your child's safety is our primary concern.

**Do not call the school.** The school phone lines must be kept open for emergency communications. Turn your radio to FM 99.1, 105.5, 89.1 or to WMUR TV channel 9.

**DO NOT drive to the school unless directed to by officials.** Emergency vehicles need quick and easy access. Parents' cars could impede the ability of emergency vehicles to get to school.

**When it IS safe to pick-up your child...** please follow the student

request/release process of our crisis plan on the last page of this notice.

### HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

When the Principal or Superintendent determines that an emergency event has occurred, there are four possible plans of action.

**Go-Home Plan:** Returns students to their homes and family as quickly as possible. Each school maintains names and contacts of emergency contacts for each child. It is important to advise the nurse and main office if the name or phone number of an emergency contact person changes.

The school will not, under any circumstances, release a student to anyone who has not been authorized by the parent or guardian. In the event of an emergency during school, if elementary students are returned to their homes, it is important that parents have made prior arrangements to have them supervised.



**Shelter Plan:** Keeps students in the school when it is safer to stay inside than to leave the building. Ordinarily, sheltering is considered a short-term solution, but each



school is prepared to shelter students overnight if

necessary. Specific areas of each building are identified as the safest for occupants.

A part of the shelter plan will be a Shelter-in-place plan. In this instance, all students will remain in their current classroom until otherwise notified.

**Evacuation Plan:** Requires that all building occupants leave the building and

go to an alternate location because of a danger or hazard in the building. Evacuation may mean simply going outside and away from the building until an all-clear signal is given. However, some emergency situations may require that students and staff be evacuated to a pre-determined off-site location. If this becomes necessary, we will attempt to notify parents to advise them of this alternate location.

**Lockdown Plan:** The exterior and interior doors are locked, and no one is allowed to leave or enter the building other than emergency personnel due to an immediate and imminent threat to the school population. Staff and students are secured in the rooms they are currently in, and no one is allowed to leave or enter until the situation has been curtailed. This allows the school to secure everyone and remove them from immediate danger. This plan is used most commonly when the building has an intruder.

### WHAT PROVISIONS ARE MADE FOR STUDENTS WITH SPECIAL PHYSICAL OR HEALTH NEEDS?



Each school has a plan of action that includes the evacuation and safety of students or staff who have special needs.

### ARE THERE EMERGENCY DRILLS?

**YES** – Several times each school year, all school staff and students participate in emergency response drills are conducted at various times during the school day in order to give students and staff practice in what to do if they are not in their regular classroom. These drills include evacuation, reverse evacuation, shelter-in-place, and lockdown. Staff will review the effectiveness of the drills at staff meetings to refine and improve the procedures.

## WHERE CAN I GET INFORMATION DURING AN EMERGENCY?

**Do not call 911 for information as this is meant for reporting emergencies only.**

Chances are that you may not be able to reach the school by telephone in a real emergency. Experience shows that staff must react to the emergency first. District telephone lines will be busy with personnel who need to communicate to emergency services. We will, however, be making every effort to contact parents directly by telephone, through our automated telephone system, and if possible through the District's Email Notification system. Principals have each child's emergency contact information that they will keep with them during an emergency.



The District's website, [www.shaker.k12.nh.us](http://www.shaker.k12.nh.us), will post updates throughout the course of an emergency if possible. The news media (radio stations WNNH, WGIR, WJYY, WEVO and

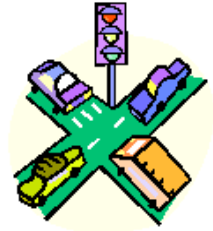
WMUR News 9) will be contacted and kept up-to-date on all developments and will be asked to broadcast important information needed by parents, just as they do when inclement weather forces school closings.

## SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?

We strongly encourage parents NOT to come to the school during an emergency unless directed to do so.

While every person's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly degrade the

school's ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well being of students and staff. Vehicles driving to the school, for example, will restrict access of emergency vehicles or school buses that are loading children for evacuation or to take them home. The building's staff will be actively working at all times to ensure the safety of all students. While it may seem logical that every student taken home by a parent reduces the workload of the staff, in a fast-moving situation that requires careful coordination and communication, extra vehicles and visitors to the school actually make the task of keeping track of all students more difficult and potentially dangerous.



## WHAT CAN I DO TO PLAN AHEAD?

The most important things you as a parent can do are to:

- ★ Be sure your child's school has up-to-date emergency contact names and phone numbers information.
- ★ Make alternative arrangements in case an emergency prevents you from being at home and periodically review them with your child.
- ★ Talk to your children and emphasize how important it is for them to follow instructions from their teachers, other school officials, and emergency personnel during a crisis.
- ★ Carefully read all information you receive from the school. You may receive updates about safety precautions from time to time.
- ★ Tell your child NOT to use a cell phone as this can cause confusion and potentially shut down needed service for emergency responders.

# Student Request/Release Procedure during emergencies

## When it IS safe to pick-up your child, you will be directed to do so.

Directions that students may be picked up may come from the media (radio or TV), automated District phone messaging, or from staff using Student Emergency Information Cards and Early Release Information. Then parents, guardians, or parent authorized caregivers may pick up students using Request/Release procedure.

- ▶ **WALK TO THE SCHOOL, IF POSSIBLE.** Leave the streets free for emergency vehicles. You may get to school faster by foot or bicycle.
- ▶ **IF ARRIVING BY VEHICLE, PARK ONLY IN AREAS DESIGNATED FOR PARENTS' VEHICLES.** Leave adequate room for emergency vehicles to park and turn around.
- ▶ **DO NOT ATTEMPT TO PICK UP YOUR CHILD DIRECTLY FROM THE STUDENT ASSEMBLY AREA.** Parents and authorized adults must first report to the Student Request Gate.
- ▶ A parent/ guardian must fill out a Student Release Request form at the Request station.

- ▶ **BRING A PHOTO ID WITH YOU TO THE STUDENT REQUEST GATE.** ID must be shown and the person must be listed on the student's Emergency Card.
- ▶ Students will only be released to their parents or to an adult designated on the Student's Emergency Contact Card.
- ▶ The parent or parent designee is instructed to walk over to the student Release pick-up area.
- ▶ The staff will locate and bring the child to you. A staff member escort takes the request form to the assembly area and requests student's release from the staff member in charge of student care.
- ▶ The escort takes the student to the Release pick-up area.
- ▶ If the student is in first aid, the parent is escorted to Medical Area.
- ▶ **SIGN OUT AT THE STUDENT RELEASE GATE.** No student will be released without a parent signature, noting time of release, destination and phone number on the release form, which is retained by the pick-up staff.
- ▶ **PLEASE LEAVE THE SCHOOL GROUNDS IMMEDIATELY AFTER BEING REUNITED WITH YOUR STUDENT(S).**

If you have any further questions about your role in our emergency preparedness plan, please call the BES principal at 267-6568.