

Off-Site Evacuation/Dismissal Policy:

In an extreme emergency when a school has been evacuated and it is not possible to return, an off-site meeting place may be needed. Parents will be directed (through the established notification sources) to go to a designated reunification center in the community. The Superintendent, with public safety personnel, will determine the location that best meets the needs of the specific emergency, and staff will be on site to assist with dismissal procedures using the following guidelines:

No student will be dismissed from a primary or secondary evacuation site unless a parent (or individual designated by a parent on the student's Emergency/Non-Prescription Medication Form) comes for him/her and is able to present a government-issued ID.

All parents or designated persons who come for students will be required to sign out at the front office (or from a designated alternate release location in certain emergencies).

In addition to the above notification sources, signs will be posted if an alternate location is needed.

Throughout the school year students will be trained in emergency procedures, learn how to react, where to assemble, and what to expect in an emergency situation. (Plans and procedures may need to be individualized for students with special needs, and parents are asked to speak to their child's teacher or principal if they have any concerns.) While it can be unsettling to think about situations that require emergency response, frequent review and practice will reduce hazards and help everyone to be prepared in an actual event.

Please help us in the following ways:

Keep medical information on file for your child up-to-date, notify the school nurse of any health or medication changes.

Keep all emergency contact information current, and inform the school secretary if there are changes in your e-mail address, cell, office or home phone numbers.

During an emergency alert,

- do not call the school. Phone lines need to be kept open for emergency calls. Emergency updates will be provided as often as possible.
- do not immediately drive to the school. Access routes may not be open or may be needed for emergency vehicles, and additional traffic will interfere with safety procedures.

Cooperate with visitor sign-in/sign-out and identification procedures at all times. Do not hold or open the door for another visitor when entering or leaving the building.

Review and practice responses to emergency situations at home, including instructions that your child should follow in the event of an early dismissal if you are not at home. To assist you in your home safety planning, refer to: https://www.ready.gov/sites/default/files/FamEmePlan_2013.pdf

Reporting Concerns: Immediately report any safety concerns to school administration or law enforcement. Misinformation and rumors can easily spread and it is the responsibility of school staff and safety officials to investigate concerns and respond to protect the safety of all students. While details of a threat investigation may not be available, please know that trained staff and first responders follow carefully established threat-assessment practices, including the communication of information that parents and the community need to be aware of.

Hampden Police Department: (413) 566-8011
Wilbraham Police Department: (413) 596-3837
All Emergencies: 911

Hampden-Wilbraham Regional School District

FAMILY GUIDE TO SCHOOL SAFETY

Attending to your child's safety in school is of greatest importance to the Hampden-Wilbraham Regional School District. Our response procedures are reviewed regularly so that we can make prompt and responsible decisions in the event of an emergency. The purpose of this guide is to provide a brief review of routine procedures. Please read this information so that you will be aware of our safety efforts, and know what you should do in case of emergency.

For more information, please contact the principal at your child's school, or the HWRSD District Office, (413) 596-3884



VISITOR SAFETY:

For the security of our students and staff and the safety of our guests, all buildings are locked during school hours, and visitor activity is video monitored. Guests should expect to follow these procedures when entering the building:



-Press the call button, and be prepared to state your name and the purpose of your visit.

-Even if someone else happens to be exiting or entering the building as you arrive, use the buzzer and wait until instructed to come in.

-When you enter the building, you will be issued a visitor badge and directed to a sign-in log. Use the log to record your name, badge and phone numbers, and purpose and time of your visit. The receptionist will direct you to your destination.

-You must wear and display your visitor badge at all times during your stay, as this will indicate that your presence is authorized.

-When you are leaving, return your badge and use the log to record the time of your departure.

-Anyone failing to comply with visitor safety procedures is considered to be an intruder.

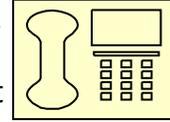
HEALTH, SAFETY AND EMERGENCY COMMUNICATIONS:

In an emergency, we will make every effort to keep you informed so that you will understand the situation, what is being done in response, and any instructions for families. Information will be disseminated in many ways, including:

- Automated telephone, cell-phone/text and e-mail messaging via Blackboard Connect

- local television stations - TV-22, TV-40
- District website posting

When providing phone numbers for emergency contact, be aware that numbers with extensions will not properly interface with the automated messaging system. If possible, list only lines and cell phones that will be answered by you or a person that you have authorized to pick up



your child in an emergency. Be sure to inform co-workers if listing a place of employment as an emergency contact, **and inform the school(s) if any contact information changes throughout the year.**

EVACUATION:

The need to evacuate students from a building before the regularly scheduled dismissal time could arise from a relatively minor incident such as a power failure, or from a major event such as a fire or a bomb threat. During evacuation, students are guided to the nearest exit and assemble at an established location. Communication into the school, dismissal times and transportation may be temporarily disrupted. Families will receive information and instructions from the listed communication sources.

LOCKDOWN/ARMED INTRUDER OR SHELTER-IN-PLACE RESPONSE:

Lockdown or sheltering-in-place is implemented when it has been determined that conditions outside of the classroom or building are potentially unsafe. Situations that may activate a lockdown/sheltering response include a hazardous materials situation near the school, police activity close by, or potential intruder alerts. While lockdowns are extremely rare, lockdown drills are conducted

periodically and procedures are regularly reviewed with law enforcement to ensure a coordinated response and to ensure that staff members and students are prepared to respond confidently and calmly. In a Lockdown/Armed Intruder Drill, as with an actual event, doors are locked/barricaded and students and staff assemble quietly in a designated location within the room. Using real-time information that is specific to the situation, students may be evacuated to a safer location within or outside of the building. It is not possible for anyone to enter or exit the building until an "All Clear" signal is given by the principal or public safety official. Information concerning the lockdown is given to families through the listed communication sources.

EARLY OR DELAYED DISMISSAL DUE TO INCLEMENT WEATHER:



In severe weather or similar emergencies when travel conditions are expected to deteriorate, it may be necessary to take the precaution of an early dismissal, or to delay dismissal until conditions improve. You will be informed of modified dismissal times through the listed communication sources, and will be able to estimate drop off times accordingly. For kindergarteners and first graders, bus riders are returned to their school or the District Office if no one is at the usual drop-off point and no alternate adult (neighbor or relative) has been authorized to receive them (via the Emergency/ Non-Prescription Medication Form). For older children, families should have a procedure that could be followed in case of an unanticipated early or delayed dismissal. Refer to the Massachusetts Department of Public Health Emergency/ Disaster Planning Guide to help you develop your family plans. <https://www.ready.gov/sites/>