

# **PARENT SCHOOL EMERGENCY GUIDE**

## **Important Points to Remember**

### **EMERGENCY OPERATION PLAN**

Teachers, administrators, staff and students participate in multiple drills for evacuation, severe weather, and lockdown throughout the year. These drills train and reinforce the expected responses, and test the functionality of each school's Emergency Operation Plan.

Our emergency operation plans are developed with guidance from all appropriate emergency organizations, and by working closely with local public safety officials.

### **KEEP YOUR EMERGENCY CONTACT INFORMATION ACCURATE AND UP TO DATE**

Be sure your emergency contact information is current. Please update this information promptly when there is a change. During an emergency Belmont Academy will use the same systems that are used throughout the year to make parent notifications including email communication, social media such as Facebook and/or direct messages or phone calls.

It is important to have several alternate adults authorized to pick up the student listed on the student information record on file at the school. Even in the event of an emergency, your student will NOT be released to anyone other than an authorized person on your student's information record. Consider adding a trusted neighbor or your student's friend's parents.

### **DURING A CRISIS EVENT DO NOT CALL OR GO TO YOUR STUDENT'S SCHOOL UNLESS YOU HAVE BEEN INSTRUCTED TO DO SO**

Please be patient and keep clear of school until students are released or reunification procedures begin. It is natural for parents to want to be reunited with their student as soon as possible. However, the first priority of the school and emergency staff will be to protect the students, secure the area, and tend to anyone who is injured. For response to be successful, it is vital that parents not interfere or distract.

Please keep cars away from the school so emergency vehicles can have immediate and clear access to and from the school. Be aware of the reunifications procedures.

## **MONITOR THE LOCAL NEWS, THE BACS WEBSITE, EMAIL AND YOUR TELEPHONE**

Official, verified information will be released as soon as possible.

Emergency “alerts” and instructions will be posted to the front page of Belmont Academy’s website in the event of school emergency information and instructions will be released via local media outlets. During an emergency, Belmont Academy will use the same systems used throughout the year to make parent notifications.

## **EVACUATION TO ALTERNATE SITES**

In some emergencies, it may be necessary to move students and staff to an alternate site. Due to the unpredictable nature of an emergency, the location of this site may not be determined until that day. If this occurs, parents will be notified via multiple means. Please do not share the alternate sites location on social media.

BACS will try to maintain students at the alternate site until their usual dismissal time. If the decision is made for an early dismissal from the alternate site, reunification procedures should be anticipated.

## **REUNITING WITH YOUR CHILD**

***Be sure to bring some form of picture identification to the reunification site.***

It will be necessary to identify who your student is being released to. The persons responsible for approving their release may not be familiar with you. This will assure that your student is only released to a person authorized on the student information record at Belmont Academy. When the situation is safe and allows, students will be released following the reunification procedures. This procedure ensures that your student is only released to an authorized person designated by the parent in an orderly manner.

## **SEVERE WEATHER**

During periods of threatening weather, the school maintains close contact with the National Weather Service and local public safety. We want to make the safest possible arrangements for students and may delay the dismissal or transportation of students during exceptionally hazardous weather conditions. The Belmont Academy email notification system and website will be used to notify parents about delayed dismissals, closings and other emergency conditions. Please monitor your phone and email for dismissal updates if there is impending severe weather. Arriving at the school after the severe weather procedures are enacted and students have been sheltered, requires our staff to leave their area of shelter. This may compromise the safety of students, staff and yourself.

### **WHAT YOU CAN EXPECT BELMONT ACADEMY TO DO**

All visitors (including parents) on school campuses must report to the office to obtain the principal's permission to be there, to sign in and out, and to display visitor badge while on campus.

It is against the law for unauthorized persons to be on campus. Law enforcements will be contacted when needed.

Students are released only to authorized persons.

Communicate alerts when they are received from local law enforcement.

### **AFTER A CRISIS**

The following statement was made by a parent of a child in a school near the World Trade Center on September 11, 2001: "Children's reactions are reflections of their parents. Too many parents expose children to their every emotion: fear, anxiety, anger or worry. The fact is that children want their parents to be heroes. If parents can be strong, this will benefit the recovery."

Remain calm. It is important to remain calm in the aftermath of a crisis. Children are greatly influenced by their family's sense of well-being, and anything that families can do to reassure students will be helpful. At the same time, families need to be compassionate listeners when their children speak of the crisis.

Attend to children's reactions. Be alert to their emotional needs. Individuals recover from crises at their own pace. Many children will benefit from concern and care, regardless of whether they were directly or indirectly involved in the incident.

Return your child to normal routine as quickly as possible. Families should adhere to the schedule of the school, and if the school remains open immediately after the crisis, it is important to let children return. Adhering to a typical routine will help children in the recovery process. Attend school open houses and meetings. Families will receive invaluable information and support by attending these events.