IMPORTANT TIPS FOR FAMILIES DURING A SCHOOL EMERGENCY

Stay calm and alert.
In the event of a school emergency, please remain calm and know that school staff, district personnel and law enforcement are working to keep your child safe. Please keep your phone close and follow the directions provided by email, voice and text alerts via the district’s emergency alert system. The district will send out alerts approximately every 30 minutes until the emergency situation is resolved. For a building-specific situation, only the parents who have a student in that building will be notified.

In a districtwide emergency, information also will be posted on the district website and social media (Facebook @westfieldpublicschools. Twitter @westfieldnjk12).

Please do not come to the school.
We understand your desire to go to the school and the need to see your child, especially in a situation that feels scary. However, arriving at the scene before it is secure can interfere with the emergency response and puts you in danger. Additionally, by rushing to the school, parents can unintentionally create traffic jams that may block emergency responders from getting to the school or leaving if necessary to transport injured students or staff to emergency medical facilities. Families should not pick up their student unless given the direction to do so from district personnel.

Please do not call the school.
We ask that families do not call the school. This allows phone lines to stay open for communication with emergency personnel and school officials. It also helps school staff to remain focused on the safety of their students. The school and district will ensure information is shared via our emergency alert system, website and Facebook/Twitter pages. If a student is injured, the family of that child will be notified directly.

If your child texts or calls you, please keep them calm.
We know that during a school emergency many of our students will try to call or text their parent or guardian. If this occurs, we ask that you stay calm and reassuring. Encourage your student to follow the directions of school staff. To prevent confusion or added safety risks, ask them to turn off their cell phone and refrain from using social media.

Make sure your contact information and all emergency contact information is accurate and updated.
District personnel will contact families when there is an emergency situation at a school. Please make sure your emergency contact information is always up-to-date with the staff in the main office at your child's school.

Be prepared with photo ID.
In the event that you are required to pick up your child, the district will follow a standard reunification plan to ensure all students are safely returned to their families. Parents will receive notification of when/where to pick up their child. During a reunification, families and/or individuals listed as an authorized person to pick up your child should do the following:

- Bring valid form of identification (ID).
- Follow signage and parking directions of reunification location.
- Provide school personnel with a valid form of photo ID.
- Wait patiently as a district staff member retrieves and escorts your student to you.

Please note that only approved adults with valid photo identification will be allowed to pick up students from an evacuation/reunification location.