

# SCHOOL Emergencies -- A GUIDE FOR EVERY PARENT

Anderson County Alternative School is committed to ensuring the safety and security of our students, staff and visitors.

## **We are prepared**

As a parent, you should feel confident in knowing that Anderson County Alternative School has an extensive emergency plan that has been modeled after the National Incident Management System. Our school conducts annual training to keep our staff prepared in the event of an emergency. It is our hope that this information will assist you in being prepared and informed about school emergencies. Through the necessary partnership with students, staff, parents and community, we strengthen our ability to keep our schools and our children safe.

## **Communication**

In an emergency situation, your first reaction may be to call or come to the school. While that is a natural response, it may interfere with emergency agencies that are dealing with the situation. The school staff will also be involved and may not be available to answer the phone. We ask that instead of calling the school or going to the school, parents should use the communication resources listed below to get information during an emergency.

## **What to do during a school emergency that involves parent and student reunification**

- Provide your PHOTO ID when picking up your child during an emergency.
- Do not call the school. Use the following sources for information:
  - Anderson County Alternative School website: [www.anderson5.net/alternativeschool](http://www.anderson5.net/alternativeschool)
  - Tune-in to local TV/Radio for news and to find out the site of reunification in case it is not on school grounds.
  - Call Anderson County Sheriff's Office or Anderson City Police Department.
- Please follow directions from emergency responders and school personnel.

## **Emergency Preparedness**

School officials must work swiftly to safeguard students and staff in the event of an emergency. The information that you provide each school year is vital. Keep these tips in mind:

- Provide accurate parent/guardian contact information and update if and when changes occur.
- Provide additional emergency names/numbers in case you cannot be reached.
- Notify school of suspicious or potentially dangerous activity in and around the school.

## **School actions which may be used in certain situations**

- **Lockdown:** Secures the building and safely shelters all students, staff, and visitors inside the school building by locking all doors. Used when conditions inside the school are unsafe, such as with the entry of an intruder.
- **Shelter-in-Place:** Moves all students, teachers, and visitors inside the building while locking and monitoring all exterior doors. Used when it is safer inside than outside. May have classroom windows and doors sealed with plastic and tape to prevent fumes from coming in. HVAC system is shut down.
- **Evacuation:** Requires students, staff and visitors to exit an unsafe building.
- **Severe Weather Safe Areas:** Designated locations within the school to seek shelter from severe weather.
- **Drop, Cover and Hold:** Students drop to the floor, cover their faces and heads and hold on to a table or desk to maintain their present location/position.

## **Types of emergencies that can impact schools**

Emergencies can impact schools including local and national events. Here are some examples of emergencies with the actions that a school may take in response:

- **Severe Weather:** May result in Severe Weather Safe Areas, or Shelter-in-Place.
- **Fire:** May result in Evacuation or Shelter-in-Place, depending on location and severity of the fire.
- **Weapons:** May result in a Lockdown or Reverse Evacuation.
- **Bomb Threat:** May result in an Evacuation.
- **Chemical/ Hazmat Materials:** May result in Shelter-in-Place or Evacuation, depending on location and type.
- **Intruder:** May result in a Lockdown, Reverse Evacuation, or Evacuation, depending on the circumstances.