

SCHOOL EMERGENCY GUIDE FOR PARENTS

It's all about Safety in an Emergency: Information parents need if an emergency arises at your child's school

Blair Community Schools (BCS) is committed to providing a safe environment for students and staff. BCS works collaboratively with local safety officials to ensure that we are well prepared and children are protected. Emergency preparedness is taken very seriously and school administrators and other staff are provided with crisis management training.

This information has been prepared to provide you with important instructions should there be an emergency at your child's school. Please read the following important information carefully, and then save this brochure where you can refer to it quickly.

What parents should do to prepare for a school emergency

- ✓ Be sure your child's emergency contact information is correct. Notify your child's school promptly if this information changes.
- ✓ Identify who would be authorized to pick up your child if there is a school or community emergency. Make sure anyone identified as an emergency contact is listed on your child's student emergency information card.
- ✓ Talk with your child about the importance of remaining calm and following instructions in the event of an emergency.
- ✓ Have your child practice his or her full name, address, and phone numbers in order to contact you or other authorized adult in the event of an emergency.

What to do during a school emergency

- ✓ If there is an emergency at one of the Blair Community Schools, wait for official instructions that will be communicated using the BCS website (www.blairschools.org) and Black Board Connect. This telephone message will inform you of what has happened and what you should do (if anything).
- ✓ Please do not call the school since they will be busy managing the incident.
- ✓ Please do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.
- ✓ Students will be kept in school or at a neighboring school or other shelter until the end of the school day if possible. If you are asked to pick up your child, the reunification site and the time when you can meet your child will be announced by school officials using the BCS website and Black Board Connect.
- ✓ When you go to the reunification site, bring a government issued identification card (e.g., driver's license, passport, etc.) and check in with school officials.
- ✓ Students will be released to parents or guardians who have acceptable identification and who are named on the student emergency information card.
- ✓ If a legal guardian cannot pick up a child, the child will remain at the reunification site.

Emergency procedures in all Blair Community Schools

- ✓ **Evacuation.** Students and staff quickly exit the school building if there is a hazard inside.
- ✓ **Code Yellow/Code Red.** Students are protected from an incident within the school building by remaining behind closed classroom doors. If the security threat is outside the school, exterior doors will be secured but movement within the building may not be restricted.
- ✓ **Shelter-In-Place.** Students are sheltered in the building when there is an incident outside the building.
- ✓ **Severe Weather/Tornado.** Based on the severity of the storm and current weather conditions, students and staff may be instructed to move to pre-designated safe areas.

Black Board Connect Communication System

BCS uses the Black Board Connect Communication system as part of its ongoing effort to enhance student/staff safety, security, and communications. Black Board Connect will be used to contact parents via telephone in a variety of situations ranging from severe weather and power outages to other emergencies. Black Board Connect also will be used to inform parents when schools are closed or opening late due to inclement weather. The system may also be used by individual schools to communicate important information to their school community.

Every parent who has a child attending BCS is automatically signed up to receive messages from Black Board Connect.

In order for the Black Board Connect system to be effective, BCS must have accurate contact information for all parents. Without current contact information, the Black Board Connect system will not be able to make the necessary contacts in the event of an emergency.

Whenever a parent changes a home phone number, cell phone number or e-mail address, they need to notify their child's school so the information can be updated.

Blair Community Schools

www.blairschools.org

Phone Numbers

| | |
|-------------------------|----------------|
| Administration Building | (402) 426-2610 |
| Blair High School | (402) 426-4941 |
| Otte Middle School | (402) 426-3678 |
| Arbor Park | (402) 426-2735 |
| Deerfield Primary | (402) 426-5123 |

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|---------------------------|----------------|
| North Primary | (402) 426-3835 |
| South Primary | (402) 426-2229 |
| West Primary | (402) 426-3135 |
| Transportation Department | (402) 426-4509 |
| Food Service | (402) 426-5926 |