

Parent Emergency Response Protocol

Communication, cooperation, and understanding a situation are the keys in any emergency.

The School will:

- Keep safety first in mind at all times.
- Keep parents/guardians informed through media access or a rapid call system about emergencies.
- Update information through media and rapid call systems periodically, even if there is nothing new to report but to confirm current status.
- Follow the process and procedures that will provide safety for students and staff.
- If releasing students, will set a designated area for adults to report for student pickup.
- Will only release students to adults named on the “**Student Release Form**”.
- Provide directions to off site locations if evacuated off school grounds.
- Provide appropriate environment and supervision if under a long term/shelter in-place situation.

We ask parent(s)/guardian(s) to:

- Provide current emergency pickup contact names and numbers.
- Talk with your student(s) and have a plan in place if needed in case of an emergency during school hours.
- If your plan includes giving permission for your student(s) to be picked up by someone other than a parent or guardian, this **MUST** be on file with Charter Arts.
- Pickup person **MUST** have ID to verify who is requesting the student. Students will not be released to persons with no ID or persons who are not listed on the **Student Release Form**.

Parent Reminders:

- **PLEASE wait for communication from the school. Do not call 911, the school, or your student. Do not come to the school until you receive instructions to do so.**
- **Do not panic.**
- Refrain from calling your student; depending on the circumstance you could put your student in danger if a ringing phone is heard.
- Reinforce with your student, in an emergency it is important for all students to follow the directions of the staff and to NOT leave the school grounds or off site evacuation on their own.
- Be aware that students, who do not follow emergency directions and act independently, may face disciplinary action.

Safety Committee:

Questions or concerns – please contact the Safety Committee 610-868-2971 x134,
bfilchner@charterarts.org.