RESPONSE

PREVENTION

PROTECTION

MITIGATION

RECOVERY

2018 EMERGENCY MANAGEMENT GUIDE FOR PARENTS

MESSAGE FROM SUPERINTENDENT

The purpose of this guide is to provide information about how the Upper Dauphin Area School District handles emergency situations. The safety and welfare of all students in the Upper Dauphin Area School District is our utmost concern. Each year, the school district puts a significant amount of effort into preparing for the possibility of emergency situations. As such, we continue to review and update the District's All-Hazards Plan on an ongoing basis. As part of our efforts to keep parents/guardians informed about the All-Hazards Plan, the District is providing this guide that contains information that may be useful to parents prior to, during and after emergency situations.

Please note that as of the 2018-19 school year, the UDASD will no longer be using the Schooldude crisismanager app. The UDASD will be using other methods to more effectively communicate emergency preparedness information to stakeholders of the School District.

Thank you for taking the time to read this guide for parents. As stated earlier, your child's safety is truly important to us and the UDASD will continue to take steps to provide a safe and secure environment in which your children can learn.

Sincerely,

Evan P. Williams

2018 EMERGENCY MANAGEMENT GUIDE FOR PARENTS

EMERGENCY TYPES

The All-Hazards plan provides for response actions to be taken in all types of emergencies; therefore, several types of protective responses are planned as follows:

Condition	Description
Short Evacuation	Short Evacuation is when we move students to a designated area on the school grounds in case of a fire.
Long Evacuation	Long Evacuation is when we move students to a designated area off of school grounds. A long evacuation may become necessary during an active shooter situation, hazardous materials incident or a structural issue within the building. In addition, a short evacuation may turn into a long evacuation if students are not able to return to the building in a timely manner.
Delayed Opening, Cancellation of Classes, Early or Delayed Release of Students	These actions are normally taken in case of a winter storm. These actions may also be necessary in case of disruption of public utility services or other situations in which the school cannot hold classes.
Hold In-Place	Hold in place is when the school does not want students to move freely within the building. This may be due to a medical emergency in the school or some other type of situation where it is not in the best interest of students to be in the hallways.
Lock Out	A Lock Out is when a threat is outside the school, but has the potential to impact the school. For example, if an armed bank robber was on the loose in the area, the school may use Lock Out to prevent anyone from accessing the building.
Shelter in Hallway	Shelter in Hallway would be used if a weather emergency (such as a tornado warning) were to occur and it is safest for students to be moved away from outside windows, doors and walls.

IF AN EMERGENCY OCCURS

If an emergency situation occurs at your child's school, on the bus/van while traveling to or from school or within the community, there are things that you can do to help the situation and things that could make the situation worse. Below are the "Do's" and "Don'ts" for parents to follow during an emergency.

DO'S

1. Understand that the staff within the school have been trained to handle various types of emergency situations. These range from a medical emergency involving one child to a tornado involving multiple school buildings. A huge part of your role as a parent/guardian during an emergency situation is **trusting** those individuals to do what they have been trained to do.

2. Have **patience** during the initial part of an emergency. When an emergency occurs, the first part can be very hectic for everyone involved. Rest assured that communicating with parents and guardians is a critical part of our All-Hazards Plan, but that initial communication will take time to develop and communicate to everyone involved.

3. Try to **stay calm**. We fully understand that your children are extremely important to you. Allowing yourself to panic during an emergency situation will not be helpful and may actually make the situation worse.

4. Turn on **news sources**. The School District has a list of standard news sources that it will use to release information to the public.

5. You will receive **automated calls** as the emergency situation continues to evolve. This will be sent to the phone number you have on file with the School District. You can verify this information in the Sapphire Parent Portal (which is available on the top of the udasd.org website). Please make sure this information is up-to-date **prior** to emergency situations occurring.

6. **Minimize communication with your child.** We understand that in the current world of cell phones and other devices that you may be receiving information directly from your child. While it is ok to send brief messages to assure that your child is ok, please understand that your child may be receiving instructions from staff, moving from one location to another or trying to remain quiet where they are. Talking to your child beforehand and coming up with a brief code during emergencies can help you ensure that your child is safe, but also allow your child to focus on listening and following the instructions of school staff and public safety officials.

7. **Listen to official reports.** During an emergency, inaccurate or misunderstood information can spread quickly. For example, your child may text you stating that "We are in lockdown." However, there are several types of situations and some may pose more risk than others. Consequently, be very careful about information received from sources that are not associated with the School District or public safety officials. Social media may help spread inaccurate information as well. Your child may not be privy to all information related to the incident and may pass along information that is not accurate.

2018 EMERGENCY MANAGEMENT GUIDE FOR PARENTS

MEDIA SOURCES

Television: ABC 27	Radio: WQLV 98.9	Radio: WRV 97.3
Television: CBS 21	Radio: WCAT 102.3	Radio: WHP 580
Television: WGAL 8	Radio: WJTL 90.3	Radio: BOB 94.9
Television: FOX 43	Radio: WQKX 94.1	Radio: KOOL 94.5
Television: WITF	Radio: WYGL 100	

DON'TS

1. We ask that parents/guardians **do not call** the school during an emergency. During an emergency, school staff have a single priority—to account for all students and get them to a safe environment. By calling the school, you can take school staff away from their primary function.

2. Please **do not come to the school, to rally points or the scene of a bus/van incident** during an emergency. Coming to the scene of an incident can make a chaotic situation even worse. The first place that kids may be taken during an emergency is a **temporary** staging area. The students will be bused to a permanent location as buses become available. Having parents arrive at the staging area or at the scene of an incident will cause confusion for students and staff. Please wait to receive instructions about where to pick up your child if an evacuation occurs.

3. Please **do not provide instructions to your child during an emergency**. If students receive conflicting instructions from parents and staff, it can create confusion for your child. Our staff are trained to handle these situations and parents may not have a full understanding of why certain steps are being taken.

4. Please **do not try to remove your child without going through the official process.** It may be tempting during an evacuation to tell your child to come to your house which may be near the school. However, one of the most important parts of our All-Hazards Plan is accounting for every student throughout the process. A missing child may cause us to have to send a first responder into a dangerous situation to look for your child or to send resources to look for your child within the community. This can take resources away from dealing with the incident.

ACTIVE SHOOTER/HOSTILE EVENT

One of the worst possible scenarios for most parents, students and school staff members is an active shooter/hostile event situation. This can be an extremely scary and traumatic time for everyone involved. The Upper Dauphin Area School District has taken steps to reduce the risk to students if this type of situation does occur. It is important to understand that an active shooter/hostile event occurs when someone is actively killing or trying to kill people in a confined area. With this in mind, we assure you that we take the threat of an active shooter very seriously and train our staff about what to do during these types of situations.

Our staff (and students) have several options during these types of events. Our procedures have been developed with the help of law enforcement and are based on research into these events. The decision about what to do is based on the location of staff/students, the location of the perpetrator (if known) and access to exterior doors. Students and staff may need to make decisions during these situations which may include leaving the building, hiding in a locked area or deploying counter measures. The counter measures would depend on the age, size and training of the individuals involved. Additional details cannot be provided because we do not want to do anything that will help someone that would be planning such an attack on our school.

If an active shooter/hostile event does occur, those that escape or are led to safety by law enforcement and school staff will be transported to one of several Family Reunification Centers. Information about those centers is included in this packet.

2018
EMERGENCY MANAGEMENT
GUIDE FOR
PARENTS

FAMILY REUNIFICATION

Family Reunification involves reuniting/reunifying students with their parents or guardians in an orderly manner. The process for Family Reunification occurs when an evacuation occurs at one of the of the School District's buildings or campuses or an incident occurs on a bus route on the way home from school. The process for Family Reunification is the same regardless of the type of incident that caused the evacuation. Part of the reunification process involves **verifying the identify** of the person picking up the child. It should be noted that **this process will take time.** We ask for individuals to remain patient during the process.

The Family Reunification process will take place at one of several pre-approved Family Reunification Centers (FRC). The FRC used on any given day will be determined by a variety of factors including the availability of the location itself on the day of the incident.

2018
EMERGENCY MANAGEMENT
GUIDE FOR
PARENTS

An overview of what is involved in Family Reunification is as follows:
- An incident occurs that requires evacuation to an off-campus location (or back to a school building in the event of a bus incident).
- While the incident is occurring, the incident command will determine which location will be used as the FRC at that time.
- Students are moved to a temporary staging area where buses will pick them up and transport them to the designated FRC. **Do not go to the staging area!**
- As students arrive at the FRC, they are logged as being present and ready for pickup.
- Parents arriving at the FRC will enter through the designated entrance to the pickup point.
- At the pickup point, the parent will provide a driver's license or photo id card and complete a reunification form.
- If the child is at the center, he or she will be escorted to the pickup point and it is documented that the student was released to the parent.
- If the child has not yet arrived at the FRC, the parents will be escorted to a designated area to await further information.
- Once you sign your child out, please leave the premises to help free up room for parents arriving to sign out other children.

For this process to work, it is imperative that parents **stay calm, be patient and understand that their child is being taken care of** while they are waiting to be signed out by the parent.

Please note that in order for a child to be picked up by someone other than the parents/guardians, they must have a Student Pick Up authorization on file with the school listing that individual or the person had to be included on the online registration form. For situations where there is doubt about an individual's authorization to pick up a child, the parents will be contacted. The Student Pick Up Authorization may be downloaded from the website.

LIFE AFTER CRISIS

Following an emergency or crisis situation, the Upper Dauphin Area School District will activate its recovery process which will include making counselors available for students within the School District. Even small emergency situations can have a traumatic effect on children. Yet, each child will react differently. It is important to realize that a child's reaction to an event is influenced by how the adults that they look to for guidance are reacting to the event. Other factors include whether the child was directly exposed to the event, the child's age, prior traumatic events and the life events occurring for the child at the time of the event.

The School District's Psychological First Aid Team and ongoing support teams (e.g. Student Assistance Program) work to put the resources in place to help all children who need assistance. In the first days following an emergency, the school may become a hub for resources and support while eventually returning to a normal academic environment. Information about the steps being taken following an emergency may be provided via letter, web site or other communication method.

Please note that for every emergency incident (large or small), a post incident review is conducted to determine what went well as well as any opportunities for improvement related to how the incident was handled within the School District. The lessons learned from each incident are immediately updated in the plan for future incidents. The Upper Dauphin Area School District takes student safety very seriously and has put in place a detailed and fluid process for dealing effectively with emergencies within the school environment.

Any questions you may have regarding the emergency readiness of the School District may be directed to your child's building principal or Brent Bell, Director, Athletics and Administrative Services who oversees safety and security for the School District.

THREAT ASSESSMENT AND MANAGEMENT

Threats to schools do occur. Social media has increased the prevalence of such situations. The Upper Dauphin Area School District takes every threat seriously. The School District has a process in place to assess whether the individual involved in a threat poses a threat to the School District. If through the initial inquiry the individual who made the threat is deemed to pose a threat, a full assessment of the situation is conducted and law enforcement is included when necessary. Not every threat results in law enforcement involvement. Unfortunately, sometimes students make comments jokingly with no real intent of harm. In addition, sometimes others make up a threat in order to get the student in trouble or what the student says was misunderstood by the person who reported the threat.

The Upper Dauphin Area School District advises all parents and students to report any potential threat that is made towards the School District or one or more of its students. The statement See Something/Hear Something/Say Something should be the guide for parents and students. To notify school officials about any potential threat, please contact the school's principal. Parents will be notified if a very serious threat is received along with information about steps the school is taking to resolve the situation. Parents will not be notified if the threat is deemed to be a hoax, joke or if it is determined that there is no intent of harm.

**2018
EMERGENCY
MANAGEMENT
GUIDE FOR
PARENTS**