

August 2017

Dear Parent or Guardian:

The purpose of this letter is to assure you of our concern for the safety and welfare of all students in the Upper Dauphin Area School District. As such, we continue to review and update the emergency procedures contained in 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 a mobile app that contains information that may be useful to parents during emergency situations.

This free app, which is called CrisisManager, can be downloaded on any smart phone, iPad or similar device by searching for Schooldude in the App Store (or equivalent). Select 'Get' or the equivalent to download the App. After you download the CrisisManager App, you can set it up by following these directions:

1. Once you open the app, you can press on 'Continue without logging in.'
2. A list of plans will be displayed. In the keyword search box, type 'upper dauphin'. Use all lower case.
3. Press the search button.
4. A list of plans for the school district will be listed.
5. Parents and guardians may download the following plan: UDASD Parent Awareness.
6. Other plans listed are restricted to employees and first responders.

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:

<u>Condition</u>	<u>Response</u>
Short Evacuation	Evacuation to a designated area on the school grounds in case of a fire.
Long Evacuation	Evacuation 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 or 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.
Lockdowns/In-Place Sheltering	Sudden occurrences such as tornadoes, hazardous material accidents and active shooter situations may dictate taking cover in place as the best immediate response.

If a total evacuation becomes necessary, your child/children will be bussed to a family reunification center. A family reunification center is a temporary shelter that is intended to allow parents and children to be reunited in a safe and organized manner. The location of the family reunification center will be announced if an emergency occurs through local radio and television announcements as well as emergency notification messages. **You are urged not to go to your child's school or nearby areas during an emergency.** You are also asked not to telephone schools in an attempt to check on your child or make different arrangements for regaining custody. That will only create confusion and divert staff and faculty members from their assigned emergency duties.

*Parents will be required to provide **photo identification** at the family reunification center and sign a reunification form prior to their child being released into their custody. Any person other than the parent/guardian on record for the child will not be allowed to pick up the child unless they have a written authorization that is signed by the parent authorizing the student's release. Those persons having written authorization will still be required to show their photo identification prior to release of the student. Parents will be contacted via telephone if there is any doubt about the validity of a written authorization.*

Additionally, if your child's school bus/van is involved in an accident, please **do not** report to the scene of the accident (even if it is close to your home). In the event of a school bus/van accident, all uninjured students will be returned to one of the Upper Dauphin Area School District buildings and the family reunification process will take place at that school. Parents of affected students will be contacted and informed of where they should go to be reunited with their child/children.

Please note that if your residence should be in an endangered area, and the school is not, your children will be cared for in one of the District's school buildings until the danger has passed, or you or a person you authorize comes to the school to regain custody.

Thank you for your cooperation and please understand that your child's safety is of the utmost importance to us. We encourage you to download the CrisisManager App and learn more about our safety procedures.

Sincerely,



Evan P. Williams
Superintendent