

# **Parent/Guardian Emergency Guide**

**Zachary Community School District**

## **SUPERINTENDENT'S MESSAGE**

During the course of any school day, events may occur which threaten the safety of both students and school personnel. These disruptions may be weather related, man-made disasters or situations within the confines of a building site. Whatever the situation, it is imperative that appropriate and organized action be taken.

The Zachary Community School District has a Crisis Management and Emergency Response Plan that addresses multiple emergency/crisis situations and ways of dealing with them.

All members of the school community have been assigned specific roles in the process and have been in-serviced as to its implementation.

This parent and guardian emergency guide is intended for parents/guardians to use as a ready reference of procedures that both the school system and parents/guardians should adhere to in the event of a crisis. It is also a source of important contact information. The most common crisis/emergency scenarios which may occur are listed in this guide. Copies of the complete plan are available on our website, at all school locations and the school board office.

We will continue to evaluate and update our plans so all students and staff will have a safe, positive school experience. The success of our plan depends on all of us.

## **SECURITY MEASURES IN PLACE**

Security measures in place within the Zachary Community School District and building ensure that the school system is responsive to a variety of crises and emergencies. These measures include:

- Daily review of local, national and global events by the superintendent and administrative staff
- Maintaining a heightened state of vigilance
- Employee, student and visitor identification system
- CRIMESTOPPERS Safe School Hotline (504) 822-1111
- Security cameras in designated areas
- Emergency communication and messaging systems
- Resource officers assigned to all schools
- Video cameras on school buses as appropriate
- School safety coordinators on all school sites
- Annual Safe Schools Audit
- Emergency phone capability at all sites
- School and District Emergency and Crisis Response Plans
- Regular drills to respond to emergency situations (fire, tornado, lockdown, etc.)

## SCHOOL CLOSURES AND EMERGENCY INFO

Occasionally, emergency situations may warrant the closure of schools. Because this causes the interruption of family routines, this procedure will be followed only if absolutely necessary. If within our control, the decision to close any or all schools will be made as soon as possible so that parents/guardians can make appropriate arrangements.

*Parents/Guardians will be notified via:*

- BlackBoard Connect Phone, Text and Email Messaging System
- Baton Rouge TV Stations (Ch. 2, 9, 33 and 44)
- Cox Cable Channel 3

If it is necessary to close schools early, the middle and high schools will dismiss first, followed by the elementary schools.

- Parents/guardians should develop a plan to deal with the early arrival of their children from school.
- Bus drivers will monitor the safe arrival of all student bus riders at their homes.
- If a student's safety is questioned, the student will be returned to his/her school or to an alternate pre-arranged site.

The Zachary Community School District delivers official crisis/emergency messages when necessary using the following communication tools:

- BlackBoard Connect System (Phone/Text/Email)
- Baton Rouge TV Stations (Ch. 2, 9, 33 and 44)
- Cox Cable Channel 3
- WJBO 1150AM Radio
- School Board Office (225) 658-4969
- Website: [www.zacharyschools.org](http://www.zacharyschools.org)

### ***HELP US!***

Parents/guardians are asked ***NOT*** to call the school in emergency situations so that the phone lines can remain accessible for handling the crisis/emergency.

## **ARMED INTRUDER**

An armed intruder is any unauthorized person carrying a weapon on campus.

### **SCHOOL/DISTRICT RESPONSE**

Upon identifying an armed intruder:

- Notify school office
- Contact 9-1-1 and Superintendent's Office
- Notify all staff of an emergency situation
- Implement pre-rehearsed lockdown procedures (which include getting all students and staff to secure areas)
- Follow directives of law enforcement personnel
- Send out BlackBoard Connect messages to inform parents/guardians of situation and next steps
- Assess counseling needs of students and staff

### **PARENT/GUARDIAN RESPONSE**

- Encouraged not to go to school
- Stand-by for BlackBoard Connect message with official information
  - *Student cell phone communication is not a reliable source of official information.*
- Make arrangements for early release if necessary
- If further information is needed, contact the school board office at (225) 658-4969.

## **ASSAULT**

An assault is a violent physical attack which results in bodily harm or injury.

### **SCHOOL/DISTRICT RESPONSE**

If an assault occurs on campus:

- Notify school office
- Contact 9-1-1 and Superintendent's Office
- Protect victim from further harm (short of personal injury)
- Notify nurse/designee
- Administer first aid
- Monitor and clear area to secure physical evidence
- Notify parent/guardian
- Assess the counseling needs of the victim(s), witness(es)

### **PARENT/GUARDIAN RESPONSE**

Depending upon severity of incident, parent of student(s) involved may:

- Go directly to the school
- Go directly to the hospital, if necessary

## **BOMB THREAT**

A bomb threat is a threat of an explosive device on school premises by phone, in writing, or an on-campus verbal threat.

### **SCHOOL/DISTRICT RESPONSE**

Once bomb threat is made:

- Complete bomb threat checklist and report
- Contact 9-1-1 and Superintendent's Office
- Make decision to evacuate in conjunction with law enforcement
- Relocate students to secure site as pre-determined in district evacuation procedures
- Send out initial BlackBoard Connect emergency message with preliminary information
- Send follow-up BlackBoard Connect emergency message to inform parents/guardians of one of the following:
  - Re-enter building to continue day
  - Re-locate to another site to continue day
  - Convey plans for student release
- Transportation put on notice pending possible evacuation
- Make decisions regarding shelter, nutritional and special needs
- Take medical kits to the scene (required for all school emergency evacuations)

### **PARENT/GUARDIAN RESPONSE**

- Encouraged not to go to school
- Stand-by for BlackBoard Connect message with official information
  - *Student cell phone communication is not a reliable source of official information.*
- Make arrangements for early release if necessary
- If further information is needed, contact the school board office at (225) 658-4969.

#### ***PLEASE NOTE:***

*Law Enforcement assesses school site and determines if the building is safe for re-entry.*

## **BUS ACCIDENT**

A bus accident is any unusual occurrence that interrupts/hinders the safe transporting of students/adults.

### **SCHOOL/DISTRICT RESPONSE**

Upon identifying an armed intruder:

- Contact 9-1-1 to dispatch appropriate first responders to the scene
- Report to scene with student information
- Contact parents/guardians to inform of student status and location
- Report to hospital and maintain supervision until all students are cleared medically and released to the school or parent/guardian
- Transport students home or to school if not taken to the hospital or released to parent/guardian

### **PARENT/GUARDIAN RESPONSE**

- Wait for school/district personnel to contact you with status, location and next steps
  - Encouraged not to go to the scene of the accident
- If student is transported to hospital:
  - Meet student at the emergency room
  - May sign student out. Must sign student release form.

#### ***PLEASE NOTE:***

*EMS performs medical assessments and determines if students should be transported to the hospital or returned to school.*



## **BAD WEATHER**

An emergency weather watch indicates that bad weather may threaten an area within 24 hours and is a first alert. A bad weather warning indicates that bad weather is expected to strike an area within 24 hours.

## **SCHOOL/DISTRICT RESPONSE**

### **BAD WEATHER WATCH:**

- Receive the most up-to-date information on the status of the bad weather from the parish's Emergency Operations Center (EOC) Team
- Implement pre-hurricane planning procedures
  - Contact employees, secure campuses, backup files to include student information and records

### **BAD WEATHER WARNING:**

- Send out a BlackBoard Connect message to inform stakeholders of evacuation order
- Post messages to the district's website and Cox Cable Channels 3, 5, 6 and 7
- Inform all local TV stations and WJBO 1150AM Radio of the school district's status
- Assign EOC school system representatives to the Fire Station for the duration of the storm
- During the Evacuation/Post Storm:
  - Assess damages and ensure safety of all sites
  - Strategically prepare for re-entry
  - Communicate to stakeholders via BlackBoard Connect to give daily progress updates and plans for re-entry and start of school

## **PARENT/GUARDIAN RESPONSE**

- Secure all personal records
- Review family plan for evacuation
- Monitor official Zachary Community School District media outlets for up-to-date information
  - Cox Cable Channels 3, 5, 6 and 7
  - Baton Rouge TV Stations 2, 9, 33 and 44
  - WJBO 1150AM Radio
  - School Board Office (225) 658-4969
- Monitor cell phones for BlackBoard Connect messages
- Take this Parent/Guardian Emergency Guide when evacuating for ready reference and important contact numbers

## **MISSING CHILDREN**

A missing child could include the following scenarios:

### **CHILDNAPPING**

*Childnapping is when a person unlawfully and without consent abducts a child from the custody of the school.*

### **SCHOOL/DISTRICT RESPONSE**

- Notify school office
- Attempt to detain abductor, if appropriate, short of personal injury
- Contact 9-1-1 and Superintendent's Office
- Notify parent or guardian
- Assist Zachary Police or Sheriff's Office in their investigation
- Assess counseling needs of victims
- Complete incident report
- Disseminate official information regarding the situation via the school board office

### **PARENT/GUARDIAN RESPONSE**

- Parents/guardians of students not involved in the situation are encouraged not to go to the school.

### **LOST/RUNAWAY CHILD AFTER SCHOOL HOURS**

*Lost/Runaway Child After School Hours is a student who becomes lost or is suspected of running away after school hours.*

### **SCHOOL/DISTRICT RESPONSE**

- Determine if someone has checked the child out of school
- Call child's assigned bus driver via two-way radio
- Contact child's teacher(s) to determine if he/she has any information about child's whereabouts
- Check with Before/After School Care Program staff to determine if child is present
- Contact parent/guardian to discuss other places the child may have gone to after school
- Physically check student's assigned bus
- Contact 9-1-1

- Notify the Superintendent's Office

## PARENT/GUARDIAN RESPONSE

Upon learning that your child did not return home from school and you suspect them missing:

- Notify school and/or Transportation Department
- Provide necessary information to school personnel and/or local authorities to assist in recovery of student which may include:
  - Physical description, including clothing worn
  - Route taken
  - Name and telephone numbers of friends and relatives where student may go

## LOST/RUNAWAY CHILD BEFORE OR DURING SCHOOL HOURS

*Lost/Runaway Child Before or During School Hours is a student who becomes lost or is suspected of running away during the school day.*

## SCHOOL/DISTRICT RESPONSE

- Notify school office
- Call parent/guardian for verification:
  - Physical description, including clothing worn
  - Route taken
  - Name and telephone numbers of friends and relatives where student may go
- Contact 9-1-1 and Superintendent's Office
- Contact Child Welfare Department
- Assist the parent/guardian and police in locating student, including canvassing the identified route

## PARENT/GUARDIAN RESPONSE

- Parents/guardians of students not involved in the situation are encouraged not to go to the school.

## TORNADO

A tornado watch indicates that tornadoes are expected to develop. A tornado warning indicates that a tornado has actually been sighted or indicated by radar.

### SCHOOL/DISTRICT RESPONSE

#### TORNADO WATCH:

- Bring in and shelter all students who are outdoors and/or in portables into the main building
- Remain in contact with the EOC for updates and direction
- Monitor local television networks, radio stations and NOAA weather radios for news of weather conditions

#### TORNADO WARNING:

- Shelter-in-place and assume the tornado position
- Use discretion in signaling the release of students and staff from this position
- Hold all buses at school until the warning has been lifted
- Issue a BlackBoard Connect message to parents/guardians if students are expected to arrive home 30 minutes late or later

### PARENT/GUARDIAN RESPONSE

#### TORNADO WATCH:

- No action necessary
- Monitor:
  - Cox Cable Channels 3, 5, 6 and 7
  - Baton Rouge TV Stations 2, 9, 33 and 44
  - WJBO 1150AM Radio
  - [www.zacharyschools.org](http://www.zacharyschools.org)

#### TORNADO WARNING:

- Encouraged not to come to school to pick-up children
- Shelter-in-place until the danger has passed
- Monitor:
  - Cox Cable Channels 3, 5, 6 and 7
  - Baton Rouge TV Stations 2, 9, 33 and 44
  - WJBO 1150AM Radio
  - [www.zacharyschools.org](http://www.zacharyschools.org)

#### **PLEASE NOTE:**

*If a school is ordered to provide shelter-in-place to protect the safety of the children, students WILL NOT be released from the custodial care of the school until the danger has passed.*

## **EVACUATION OF SCHOOLS**

To further ensure the safety of our students and staff please:

- Do not rush to school to pick up your child. This will only create additional traffic that may impeded needed emergency vehicles, and your presence at the site could delay the evacuation process. Children and parents/guardians will be reunited in a safe, orderly and timely manner.
- School will not automatically be canceled in a crisis/emergency situation. School may be the safest place for students. The school system will ensure students are safe inside their schools until such time that the threat has been reduced or eliminated
- Even if children call you directly from their cell phone asking that you pick them up, please wait for the official word from the school or district before coming to the school. Misinformation is often communicated during emergencies
- If the situation requires transporting students to an alternate shelter site, parents/ guardians will be informed of that location(s) via the district's phone and e-mail messaging system– Blackboard Connect
- The Zachary Community School System website ([www.zacharyschools.org](http://www.zacharyschools.org)) and Cox Cable Channels 3, 5 6 and 7 are regularly updated and are always good places to go for the most accurate and up-to-date information

## **RELEASE OF STUDENTS**

- Should public safety officials call for the evacuation of a school, students and staff members may be safely transported by bus to a designated alternate shelter location. Students may be held at this alternate shelter site for various reasons until release is approved by public safety or health officials, depending upon the circumstances of the event
- Parents/guardians will be permitted to pick-up their children unless public safety or school officials have restricted access to the school. This may occur during a shelter-in- place, secure-the-building scenario or other event as deemed necessary
- Students will only be released to those individuals authorized on the Student Profile Form or who have written permission from a parent/guardian
- Parents/guardians or designee(s) will be required to present proper identification in order for students to be released from an alternate shelter location

## **IMPORTANT PHONE NUMBERS**

### **ZACHARY COMMUNITY SCHOOL DISTRICT**

<b>Zachary Community School Board Office</b>	<b>225.658.4969</b>
<b>Zachary Early Learning Center</b>	<b>225.654.6011</b>
<b>Northwestern Elementary School</b>	<b>225.654.2786</b>
<b>Rollins Place Elementary School</b>	<b>225.658.1940</b>
<b>Zachary Elementary School</b>	<b>225.654.4036</b>
<b>Copper Mill Elementary School</b>	<b>225.658.1288</b>
<b>Northwestern Middle School</b>	<b>225.654.9201</b>
<b>Zachary High School</b>	<b>225.654.2776</b>

### **OTHER IMPORTANT NUMBERS**

<b>First Student (Transportation)</b>	<b>225.654.9729</b>
<b>Zachary Police Department</b>	<b>225.654.9393</b>
<b>EBR Sheriff's Substation</b>	<b>225.389.5037</b>
<b>Zachary Fire Department</b>	<b>225.654.0026</b>
<b>Lane Memorial Hospital</b>	<b>225.658.4335</b>
<b>Immediate Emergencies</b>	<b>9-1-1</b>