

# **Anderson Elementary Crisis Plan**

Anderson Elementary School is committed to the safety of all students and staff members. We have established crisis procedures that are followed by staff and students in the event of an emergency at the school site.

Connect 5 calling system will notify all families of a crisis.

We ask that you cooperate in following these procedures if you hear of an emergency at the school.

1. Remain at home or at work to make it easier for officials to contact you if necessary. If the school sends your child home on the bus, it is vitally important that you be there to receive your child.
2. Be sure that you have updated emergency contact information on file in the office at all times. Update this information any time there is a change in address and/or phone numbers. This is important to do *before* an emergency happens.
3. Please do not call your child's school as telephone lines will need to remain open to deal with the emergency. If the phone system is inundated, it will hinder efforts to provide and receive necessary information.
4. Remember that identification will be required to sign students out of school and you will be required to visit the main office to do so. All visitors are required to check in with the office personnel in the main office upon arrival at the school site. *The staff has been directed to approach any individual without a visitor's pass and escort them to the office.*
5. Do not attempt to go to the school (unless school has been officially dismissed). Access routes and streets need to be clear for emergency vehicles, county personnel vehicles, and/or buses. Traffic congestion will make emergency response much more difficult for police, ambulances, and fire departments to get to the school to deal with an emergency. If it becomes necessary for parents to come to the school to pick up students, official announcements will be made on local radio and TV stations.
6. Any information regarding early school dismissal and/or official emergency information will be communicated through local TV and radio stations. Please listen to these stations to keep abreast of information as it becomes available.