



from the office of
**Safety, Security, &
Emergency Management**

EMERGENCY COMMUNICATION

Providence Day School recognizes that it is important for parents to receive accurate information in a timely manner. This is a core value in the school's Crisis Communications Plan. Our first duty of care however, is to address the safety of our students, faculty, staff and visitors, which may require a brief delay in parent notification.

Each scenario presents a unique set of variables that may dictate what is shared and when it is shared. Some scenarios simply require a brief announcement while other, more challenging ones require an initial emergency notification followed with updates.

Emergency

- **In an emergency, every effort will be made to make sure that parents receive an initial text notification as soon as possible via Connect5.** Connect5 is a telecommunications messaging system that can message all PDS parents on your phones in a matter of minutes. Directions on what parents should do will follow in a phone call. More detailed information is typically followed by email.
- In an emergency, students are allowed to use their cell phones to communicate with parents, if it is safe to do so. Note that the information you receive from your child may not be accurate so please verify the facts.
- The information you see on social media generated outside of the PDS Marketing and Communications Department may not be accurate as well. The PDS Marketing & Communication Department will be the best source of information throughout the event and will communicate on the school website and through social media.

Non-Emergency

- To continue to build trust and reassure parents that the campus is operating safely, the school may choose to update parents when operational issues arise, such as a power outage or traffic issue.

IF YOU SEE SOMETHING SAY SOMETHING

Situational Awareness is infused in the culture and climate of the school through training and activities that support "If You See Something, Say Something." CMPD officers, administrative, faculty and staff are trained on what to do should they observe a suspicious person or encounter an incident or emergency. A redundant network of internal communications systems provides opportunities to report a suspicious person and respond to an incident or emergency. A few of the systems include:

- Stopit 911 Direct - a two-way mobile app on all employees' smart devices

- Radios - a network of 100 radios connecting the campus, using channel 1 for emergencies and direct contact with the officer on campus
- Public Address System - an integrated system using speakers and landline phones
- Front Desk Emergency Hotline - Dedicated landline extension 0
- After Hours Alarm System - connected to a local monitoring station and the fire department

Thank You Parents For Being Key Partners!

Your child's safety is our highest priority. We will continue to re-evaluate our communications policies, plans and procedures to ensure we are following best practices suited to the culture of our school environment. Your feedback is valued and we welcome any suggestions and concerns. Please contact the Director of Safety, Security & Emergency Management at 704-887-6007 or john.tegeler@providenceday.org