

# **Our Lady of the Lake Roman Catholic School** **Emergency Management Plan**

## **PLEASE POST IN A PROMINENT PLACE**

- All emergency information for parents, students, faculty and staff must be kept current. If you have any changes, please notify the school office as soon as possible. (985-626-5678)
- OLL Faculty and Staff will contact the Assistant Principal or Principal within 72 hours of an emergency closure.

### **SCHOOL CLOSURE PLAN**

- **EMERGENCY CANCELLATION POLICY:**  
Under some circumstances, Our Lady of the Lake will follow the same decision of closure as the public school system of St. Tammany Parish. This is to facilitate the transportation of students. The announcement concerning emergency closures will be broadcast on television in the metropolitan area of New Orleans. School messaging will also be activated with updated information and situations unique to our school.
- **EMERGENCY DISMISSAL POLICY:**  
During periods of sudden weather-related emergencies that may occur during the school day, children may need to be released early. If early dismissal should occur, parents of children who would normally ride the bus home need to make immediate arrangements for the care of their children once they have been dropped off at the bus stop. Parents of children who are car riders should make immediate arrangements to pick up their children.