

## St. Bernard Parish Public Schools

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Andrew Jackson Middle School .....	(504) 301-1500
Arabi Elementary School .....	(504) 218-5058
Arlene Meraux Elementary School .....	(504) 556-0900
C.F. Rowley Alternative .....	(504) 301-4001
Chalmette Elementary School .....	(504) 304-0370
Chalmette High School .....	(504) 301-2600
J.F. Gauthier Elementary School .....	(504) 272-0700
Joseph Davis Elementary School .....	(504) 267-7890
Lacoste Elementary School .....	(504) 304-5747
N.P. Trist Middle School .....	(504) 872-9402
St. Bernard Middle School.....	(504) 267-7878
W. Smith Elementary School .....	(504) 302-1000

## Other Important Numbers

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Sherriff's Office.....	(504) 271-2501
Fire Department .....	(504) 278-4275
Acadian Ambulance Service.....	1(800) 259-1111
St. Bernard Parish Hospital - Ochsner Health.....	(504) 826-9500
Office of Homeland Security/Office of Emergency Preparedness.....	(504) 278-4267
Animal Control .....	(504) 278-1534
Entergy.....	1(800) 368-3749
Atmos.....	(504) 849-4300
St. Bernard Water and Sewer .....	(504) 278-4317
Children's Hospital Emergency Services.....	(504) 896-9498
Louisiana State Police.....	1(800) 469-4828
Governor's Office of Homeland Security & Emergency Preparedness .....	1(225) 925-7500



# ST. BERNARD PARISH PUBLIC SCHOOL PARENT AND GUARDIAN

# EMERGENCY GUIDE

IMPORTANT PHONE NUMBERS

# SUPERINTENDENT'S MESSAGE

The number one goal of the St. Bernard Parish Public School System is to provide a safe and healthy learning environment for all students and staff. We know that having an organized, systematic emergency operations plan in place helps to reduce risks and supports with prevention, preparation, response to and recovery from a crisis situation. During the course of any school day, events may occur which threaten the safety of both students and school personnel. Whatever the situation, it is imperative that appropriate and organized action be taken.

As one of the first districts in the state and likely the nation, the St. Bernard Parish Public School System - in partnership with the LSU Stephenson Diaster Management Institute - has developed a series of multi-faceted and comprehensive emergency operations plans for each school and a Continuity of Operations Plan (COOP) Annex for the district.

These plans have been developed in coordination with our local law and government officials to ensure that all Students and employees are safe during the course of any crisis or emergency. 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. 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, and we thank you for your continued support and partnership.

*Fill in the following information to assist yourself during an emergency event.*

<b>SCHOOL NAME</b>
<b>PRINCIPAL</b>
<b>PRINCIPAL PHONE NUMBER</b>
<b>ASSISTANT PRINCIPAL</b>
<b>ASSISTANT PRINCIPAL PHONE NUMBER</b>
<b>OTHER</b>

## CONTACT LIST

## PARENT/GUARDIAN RESPONSE

- Do not to go to the impacted school unless advised to do so.
- Student cell phone communication is not a reliable source of official information.
- Stay calm and watch/listen for updates from the district by phone, text message, and/or email.
- Follow the directions of District personnel and first responders.
- Ensure your student emergency contact info is up to date.
- Bring appropriate identification with you.
- If further information is needed, contact the school board office at (504) 301-2000.

## HAZARDS IDENTIFIED

**The below threats and hazards have been identified and planned for in the new enhanced Emergency Operation Plans.**

Active Shooter	Hazardous Materials
Bomb Threat	Hostage Situation
Bus Accident	Infectious Disease
Chemical Release	Lost Child
Cyber Attack	Severe Weather
Explosion	Suicide
Fire	Terrorism
Flash Food	Threats Of Violence
Foodborne Illness	Tornadoes

## EMERGENCY MEASURES IN PLACE

Emergency response measures in place within the St. Bernard Parish Public School System and buildings ensure that the school system is responsive to a variety of crisis situations and emergencies. These measures include:

- Daily review of local, national, and global events by the superintendent and executive staff
- Maintaining a heightened state of vigilance
- Employee, student, and visitor identification system
- Security cameras in all school buildings monitored regularly
- Regular staff and student training and drills on specific emergency situations.
- Enhanced School Safety Emergency Operation Plans (EOP) for each school in the St. Bernard School District for the 2023-2024 school year
- New desktop emergency guides for staff and new emergency go bags for classrooms



## RELEASE OF STUDENTS/DISTRICT REUNIFICATION

The District Family Reunification Plan outlines the process of a family reunification for all schools in the St. Bernard Parish School District. This process ensures the safe, orderly, and documented reunion of students and families at the civic center in the event of an emergency evacuation or school closing within the district.

Option A should be chosen when no life-threatening injuries or threats to the campus(s) are imminent. Option A keeps parents in their cars throughout the process and will run like a carpool. More information will be provided to parents and guardians upon arrival or notification of reunification.

The Family Reunification Plan also outlines the process of Option B family reunification for all schools in the St. Bernard Parish School District. This process ensures the safe, orderly, and documented reunion of students and families in the event of an emergency evacuation or school closing within the district with life threatening injuries or events taking place. Option B will set up holding areas for parents/guardians, students, and staff inside the civic center.

The St. Bernard Parish School District will have a designated spokesperson to communicate with the media to get accurate and reliable information to the public.



- Students will only be released to those individuals identified in JCampus or who have written permission from a parent/guardian.
- Parents/guardians or will be required to present proper identification in order for students to be released.

# 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 impede 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.

- **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.

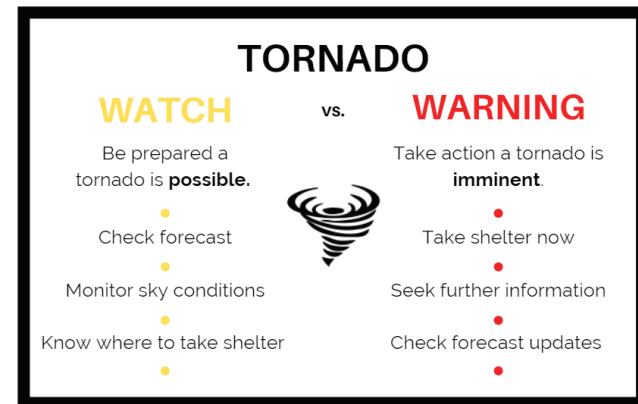
- If the situation requires transporting students to an alternate shelter site, parents/guardians will be informed of that location(s) via the district's phone and e-mail messaging system.

- The St. Bernard Parish School website is regularly updated and is always good places to go for the most accurate and up-to-date information.

<https://www.sbpsb.org/>

# TORNADO OR SEVERE WEATHER

Tornadoes form during severe weather events, such as thunders torms and hurricanes, when cold air overrides a layer of warm air, causing the warm air to rise rapidly, which usually occurs in a counterclockwise direction in the northern hemisphere. The National Weather Service (NWS) has the ability to issue advisory messages based on forecasts and observations.



The St. Bernard Parish Office of Homeland Security and Emergency Preparedness (OHSEP), the National Weather Service and other Federal cooperative agencies have an extensive weather monitoring system and provide tornado watch and warning information to the school community via radio, television, Internet, and telephone. In event of a tornado, the principal/school incident commander may activate the school emergency procedures.

Principal may call for delayed start, early dismissal or keep children beyond regular hours if threatening weather is expected and work with the district to inform parents in a timely manner through JCampus alerts. If necessary, children will be transported to evacuation site for parent reunification. The school or the St. Bernard Parish School District will inform parents and guardians of the necessary actions for reunification.

## THREATS OF VIOLENCE

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The Threats of Violence emergency procedures are in place to assist the District Office staff, teachers, students, and visitors in the event of a threat of violence toward staff and/or students. Threats of violence may include violent threats in the below situations made orally, electronically, or physically:

- Student to student
- Student to staff
- Staff to staff
- Parents to staff
- Domestic Violence or abuse of student or staff
- Suicide

The following will be considered Threats of Violence on any St. Bernard School District campus and should be reported immediately to school administration and law enforcement personnel:

### **Verbal Threats of Violence:**

Verbal Threats of Violence are classified as a statement made to someone else in which the speaker declares that they intend to cause the listener harm, loss, or punishment.

### **Electronic or Written Threats of Violence:**

Similar to Verbal Threats of Violence, Electronic or Written Threats of Violence are statements made to someone else in which the speaker declares that they intend to cause the listener harm, loss, or punishment. These threats are done online through social media, emails, or on written letters or drawings that may depict violence.

### **Physical Threats of Violence:**

A Physical Threat is a threat to harm others with the intent to physically injure or harm someone else, potentially having a dangerous weapon with the intention to threaten with or use to commit assault.

Any of the above Threats of Violence occurring on campus will be taken seriously and appropriate action will be taken by the St. Bernard Parish School District.

## ARMED INTRUDER/ACTIVE SHOOTER

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An active shooter or armed assailant on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, knife, bomb or other harmful device. An active shooter situation results in law enforcement and other safety and emergency services immediate response to the scene. Once law enforcement arrives, it is critical for staff and students to follow the instructions of law enforcement officials. The school is a crime scene and requires a thorough search and processing.

An active shooter situation within the St. Bernard School District may require the activation of several operational functions or procedures, including but not limited to:

- Continuity of Operations (COOP)
- Evacuation
- Family Reunification
- Lockdown Procedure (Level I, II, or III)
- Mental Health and Healing
- Shelter-in-Place

Parents/Guardians should NOT attempt to access campus. District personnel will provide alerts and updates as often as possible to keep families informed with the most accurate and up to date information. Parents/Guardians should be prepared to go to the Reunification Site and follow the instructions of first responders and district personnel upon arrival. The St. Bernard Parish School District has selected the Frederick J Sigur Civic Center located at 8245 W. Judge Perez Drive, Chalmette, LA.