

## What Parents Should Do During An Emergency

### Wait for information from the district.

The latest information will be provided by phone and text message via the district's rapid messaging system Swift K-12. The first priority of building staff and district office personnel is to address the emergency at hand and ensure student safety. You will be informed as soon as information is available. If it is an ongoing event, updates will be provided as new information becomes available. Information may also be obtained from the Keystone Central School District website at [www.kcsd.us](http://www.kcsd.us) and the school district's Facebook page.

### Stay at Home or Work

Parents arriving at the school will interfere with police officers, fire fighters and other emergency personnel. Your help in allowing these professionals to effectively do their jobs is appreciated. In the event of an evacuation or early dismissal, parents will be notified via the district's rapid response messaging system, Swift K-12, as to where they may pick up their children at an established reunification location.

AS A REMINDER PLEASE DO NOT COME TO THE SCHOOL UNTIL REQUESTED TO DO SO. YOU WILL NOT BE ABLE TO ACCESS YOUR CHILD UNTIL THE EMERGENCY IS OVER AND WE HAVE ENSURED THE SAFETY OF ALL STUDENTS.



Officer VanGorder working with Dutchess

### School Safety Officers

Officer VanGorder – CMHS  
Officer Brian – CMHS  
Officer Beaver – BHS  
Officer Motter – CMMS  
Officer Fetzer – Elementary Schools  
K9 Dutchess

Assistant Superintendent  
School Safety & Security Coordinator  
Dr. Randy Zangara  
[rzangara@kcsd.k12.pa.us](mailto:rzangara@kcsd.k12.pa.us)  
570-893-4900 x2321

Administration Building  
86 Administration Drive  
Mill Hall, PA 17751

# KCS D EMERGENCY GUIDE FOR PARENTS

A Guide for Students and  
Parents in the  
Keystone Central School District



**Your child's safety is our #1  
priority!**

The safety and security of our students in the Keystone Central School District is the first priority of the School Board, administration, and staff. This guide has been made to advise parents of security measures and procedures in place and to inform them regarding how they may help district personnel be proactive in the event an emergency happens.

## How Can You Help?

### Review this information carefully.

Following the steps provided will help school personnel, police officers, firefighters and other first responders do their jobs and focus on the safety of everyone.

### Keep your child's emergency contact information up-to-date.

Inform your child's school immediately if your phone number or address changes. You may be called and/or texted in an emergency. Children will only be released to adults listed on the emergency care card, and who have a valid ID.

### Talk with your child about listening and following directions at all times and especially during an emergency.

### Report any safety concerns you may have to your child's school principal.

**The KCSD safety team meets monthly to help ensure that our safety plans are up to date and provide expertise on safety issuesis .**

## SAFETY TERMS

### ALICE:

**ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE**

Our students and staff are trained yearly on the ALICE intruder model.

**LOCKDOWN:** During a lockdown all exterior and interior doors are locked and barricaded if possible. This happens when there is a threat or hazard directed at the school building.

**SHELTER-IN-PLACE:** This means that no one is allowed to leave or enter our buildings, but school will run as usual. This could occur during a weather-related emergency or if there are hazardous materials released outside. This can be changed to a lockdown if needed.

**EVACUATION:** This requires all students and staff to exit the building and move to a safe location. If necessary, busses will move students. If there is an evacuation, parents/guardians will be notified via Swift K-12 where they will pick up their children. Parents must have proper ID to pick up their children.

## CURRENT SAFETY MEASURES

**The Keystone Central School District and our community makes school safety a priority. Starting with the Incident Command team, the district continuously assesses its safety and security measures to ensure we are current and up to date.**

- 500+ security cameras in 8 buildings
- 3 School Security Officers
- 2 School Police Officers
- Added behavior interventionists to 2 schools
- 500 + staff trained in ALICE
- Electronic key cards used in all buildings for access
- New camera and vape/security system installed this year
- All schools' entries and exits are monitored by the camera system so our staff can identify who is entering and leaving our buildings.
- Two-way portable radio communication for all district administration and school security to ensure seamless communication in schools and transportation
- Navigate 360 safety platform used across schools and shared with local and county emergency providers and police
- Emergency Operation manuals are in every classroom and office
- Monthly fire drills held in all schools
- Lockdown drills held at least twice a year in all schools
- Bus evacuation drills done annually
- Annual staff training on safety topics including recognizing child abuse, youth suicide, and bullying
- Multiple Automated External Defibrillator (AED's) & Stop the Bleed kits are located in all of the schools.