EMERGENCY GUIDE

ST. CHARLES PARISH PUBLIC SCHOOLS

PARENT and GUARDIAN

IMPORTANT PHONE NUMBERS

ST. CHARLES PARISH PUBLIC SCHOOLS

Albert Cammon Middle	(504) 467-4536
Allemands Elementary	(985) 758-7427
Destrehan High	(985) 764-9946
Ethel Schoeffner Elementary	(985) 725-0123
Hahnville High	(985) 758-7537
Harry Hurst Middle	(985) 764-6367
J.B. Martin Middle	(985) 758-7579
Lakewood Elementary	(985) 785-1161
Luling Elementary	(985) 785-6086
Mimosa Park Elementary	(985) 785-8266
New Sarpy Elementary	(985) 764-1275
Norco Elementary	(985) 764-7079
R.J. Vial Elementary	(985) 758-2771
R.K. Smith Middle	(985) 331-1018
St. Rose Elementary	(504) 464-9254

ST. CHARLES PARISH PUBLIC SCHOOLS CENTERS

M.M. Bethune Early Learning Center	(985) 764-7535
Eual J. Landry, Sr. Educational Programs Center	(985) 783-6636
G.W. Carver Early Learning Center	(985) 783-6617
Lafon Performing Arts Center	(985) 331-3670
Satellite Center	(985) 785-2080

OTHER IMPORTANT NUMBERS

School Board Office	(985) 785-6289
Transportation Department	(985) 785-7206
Child Welfare and Attendance	(985) 785-3149
Student Health Services	(985) 764-8458
Hospital	(985) 785-6242
Fire Department	911
Emergency Operations Center (EOC)	(985) 783-5050
Poison Control	(985) 785-8888
Sheriff's Office	(985) 783-6807 or 911
Family Doctor	

St. Charles Parish Public Schools | (985) 785-6289 | WeAreSCPPS.org

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SUPERINTENDENT'S MESSAGE

During the course of any school day, events may occur which threaten the safety of both students and school personnel. These disruptions may be weather related, man-made disasters or situations within the confines of a building site. Whatever the situation, it is imperative that appropriate and organized action be taken. The St. Charles Parish Public School System has a Crisis Management and Emergency Response Plan that addresses multiple emergency/crisis situations and ways of dealing with them. 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

RELEASE OF STUDENTS

- Should public safety officials call for the evacuation of a school, students, and staff members may be safely transported by bus to a designated alternate shelter location. Students may be held at this alternate shelter site for various reasons until release is approved by public safety or health officials, depending upon the circumstances of the event.
- Parents/guardians will be permitted to pick-up their children unless public safety or school officials have restricted access to the school. This may occur during a shelter-in-place, secure-the-building scenario, or other events as deemed necessary.
- Students will only be released to those individuals authorized on the Student Profile Form or who have written permission from a parent/guardian.
- Parents/guardians or designee(s) will be **required to present proper identification** in order for students to be released from an alternate shelter location.



EVACUATION OF SCHOOLS

EVACUATION OF SCHOOLS

To assist in 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 situation.** School may be the safest place for students. The school system will make every effort for student safety 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–Connect.
- The St. Charles Parish Public School System website (WeAreSCPPS.org), Cox Cable Channel 8, and AT&T U-Verse Channel 99 are regularly updated and are always good places to go for the most accurate and up-to-date information.



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 may have a safe, positive school experience. The success of our plan depends on all of us.

SECURITY MEASURES IN PLACE

Security measures are in place within the St. Charles Parish Public School System and buildings so that the school system is responsive to a variety of crises and emergencies. These measures include but are not limited to:

- 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
- CRIMESTOPPERS Safe School Hotline (504) 822-1111
- Security cameras in designated areas
- Digital Emergency Management System which includes emergency accountability and reunification



PARENT/GUARDIAN RESPONSE

WATCH:

- No action necessary
- Monitor:
  - *Cox Cable Channel 8*
  - *AT&T U-Verse Channel 99*
  - *New Orleans TV stations*
  - *WWL 870AM Radio*
  - *WeAreSCPPS.org*

WARNING:

- Encouraged not to come to school to pick-up children
- Shelter-in-place until the danger has passed
- Monitor:
  - *Cox Cable Channel 8*
  - *AT&T U-Verse Channel 99*
  - *New Orleans TV stations*
  - *WWL 870AM Radio*
  - *WeAreSCPPS.org*

*If a school is ordered to provide shelter-in-place to protect the safety of the children, students **WILL NOT** be released from the custodial care of the school until the danger has passed.*

TORNADO

A tornado <u>watch</u> indicates that tornadoes are expected to develop. A tornado <u>warning</u> indicates that a tornado has actually been sighted or indicated by radar.

SCHOOL/DISTRICT RESPONSE

WATCH:

- Bring in and shelter all students who are outdoors in the school building
- Remain in contact with the EOC for updates and direction
- Monitor local television networks, radio stations and NOAA weather radios for news of weather conditions

WARNING:

- Shelter-in-place and assume the tornado position
- Use discretion in signaling the release of students and staff from this position
- Hold all buses at school until the warning has been lifted
- Issue a Connect message to parents/guardians if students are expected to arrive home 30 minutes late or later



- Emergency communication and messaging systems
- Resource officers in all middle and high schools
- Video cameras on school buses as appropriate
- School safety coordinators on all school sites
- Annual Safe Schools Audit
- Emergency phone capability at all sites
- School and District Emergency and Crisis Response Plans
- Regular drills to respond to emergency situations (fire, tornado, lockdown, etc.)

SECURITY MEASURES IN PLACE

SCHOOL CLOSURES

Occasionally, emergency situations may warrant the closure of schools. Because this causes the interruption of family routines, this procedure will be followed only if absolutely necessary. If within our control, the decision to close any or all schools will be made as soon as possible so that parents/guardians can make appropriate arrangements.

You will be notified via:

- Connect Phone and Email Messaging System
- Cox Cable Channel 8
- AT&T U-Verse Channel 99
- New Orleans TV stations
- WWL 870AM Radio
- WeAreSCPPS.org

- Contact parent to discuss other places the child may have gone to after school
- Physically check student's assigned bus
- Contact 9-1-1
- Notify the Superintendent's Office

PARENT/GUARDIAN RESPONSE | Upon learning that your child did not return home from school and you suspect them missing:

- Notify school and/or Transportation Department
- Provide necessary information to school personnel and/or local authorities to assist in recovery of student which may include:
  - *Physical description, including clothing worn*
  - *Route taken*
  - *Name and telephone numbers of friends and relatives where student may go*

LOST/RUNAWAY CHILD BEFORE OR DURING SCHOOL HOURS

is a student who becomes lost or is suspected of being a runaway during the school day.

SCHOOL/DISTRICT RESPONSE

- Notify school office
- Call parent for verification:
  - *Physical description, including clothing worn*
  - *Route taken*
  - *Name and telephone numbers of friends and relatives where student may go*
- Contact 9-1-1 and Superintendent's Office
- Contact the Child Welfare Department & appropriate emergency personnel
- Assist the parent/police to locate student, including canvassing the identified route

PARENT/GUARDIAN RESPONSE

- Parents/guardians of students not involved in the situation are encouraged not to go to the school.

MISSING CHILDREN

A missing child could include the following scenarios:

CHILDNAPPING

is when a person unlawfully and without consent abducts a child from the custody of the school.

SCHOOL/DISTRICT RESPONSE

- Notify school office
- Attempt to detain abductor, if appropriate, short of personal injury
- Contact 9-1-1 and Superintendent's Office
- Contact appropriate emergency personnel
- Notify parent or guardian
- Assist Sheriff's Office in their investigation
- Assess counseling needs of victims
- Complete incident report
- Disseminate official information regarding the situation via the school board office

PARENT/GUARDIAN RESPONSE

- Parents/guardians of students not involved in the situation are encouraged not to go to the school.

LOST/RUNAWAY CHILD AFTER SCHOOL HOURS

is a student who becomes lost or is suspected of running away after school hours.

SCHOOL/DISTRICT RESPONSE

- Determine if someone has checked the child out of school
- Call child's assigned bus driver via two-way radio
- Contact child's teacher(s) to determine if he/she has any information about child's whereabouts
- Check with Before/After School Care Program staff to determine if child is present

If it is necessary to close schools early, the middle and high schools will dismiss first followed by elementary schools.

- Parents/guardians should develop a plan to deal with the early arrival of their children from school.
- Bus drivers will monitor the safe arrival of K-5 students at their homes.
- If a student's safety is questioned, the student will be returned to his/her school or to an alternate pre-arranged site.

The St. Charles Parish Public School System delivers official crisis/emergency messages when necessary using the following communication tools:

- Connect Phone and Email Messaging System
- Cox Cable Channel 8
- Cox Cable Channel 6
- AT&T U-Verse Channel 99
- New Orleans TV stations
- WWL 870AM Radio
- School Board Office (985) 785-6289
- WeAreSCPPS.org

HELP US!

*Parents/guardians are asked **NOT** to call the school in emergency situations so that the phone lines can remain accessible for handling the crisis/emergency.*

ARMED INTRUDER

An armed intruder is any unauthorized person carrying a weapon on campus.



SCHOOL/DISTRICT RESPONSE

Upon identifying an armed intruder:

- Notify school office
- Contact 9-1-1 and Superintendent's Office
- Contact appropriate emergency personnel
- Notify all staff of an emergency situation
- Implement pre-rehearsed lockdown procedures (which include getting all students and staff to secure areas)
- Follow directives of law enforcement personnel
- Relocate students to secure site as pre-determined by the district
- Send out Connect messages to inform parents/guardians of situation and next steps
- Assess counseling needs of students and staff

During the Evacuation/Post Storm:

- Assess damages and ensure safety of all sites
- Strategically prepare for re-entry
- Communicate to stakeholders via Connect to give daily progress updates and plans for re-entry and start of school



PARENT/GUARDIAN RESPONSE

- Secure all personal records
- Review family plan for evacuation
- Monitor official St. Charles Parish Public School System media outlets for up-to-date information
  - *Cox Cable Channel 8*
  - *AT&T U-Verse Channel 99*
  - *New Orleans TV stations*
  - *WWL 870AM Radio*
  - *WeAreSCPPS.org*
  - *School Board Office (985) 785-6289*
- Monitor cell phones for Connect messages
- Take this Parent/Guardian Emergency Guide when evacuating for ready reference and important contact numbers

HURRICANE

A hurricane <u>watch</u> indicates that a hurricane may threaten an area within 24 hours and is a first alert. A hurricane <u>warning</u> indicates that a hurricane is expected to strike an area within 24 hours.

SCHOOL/DISTRICT RESPONSE

WATCH:

- Receive the most up-to-date information on the status of the hurricane from the parish's Emergency Operations Center (EOC) Team
- Implement pre-hurricane planning procedures
  - *Contact employees, secure campuses, backup files to include student information and records*

WARNING:

- Send out a Connect message to inform stakeholders of evacuation order
- Post messages to the district's website, AT&T U-Verse Channel 99, and Cox Cable Channel 8
- Inform all four TV stations and WWL 870AM of the parish's status
- Assign EOC school system representatives to the emergency operations center for the duration of the storm

PARENT/GUARDIAN RESPONSE

- Encouraged not to go to school
- Stand-by for Connect message with official information
  - *Student cell phone communication is not a reliable source of official information.*
- Make arrangements for early release if necessary
- If further information is needed, contact the school board office at (985) 785-6289.

ARMED INTRUDER

ASSAULT

An assault is a violent physical attack which results in bodily harm or injury.

SCHOOL/DISTRICT RESPONSE

If an assault occurs on campus:

- Notify school office
- Contact 9-1-1 and Superintendent's Office
- Contact appropriate emergency personnel
- Protect victim from further harm (short of personal injury)
- Notify nurse/designee
- Administer first aid
- Monitor and clear area to secure physical evidence
- Notify parent/guardian
- Assess the counseling needs of the victim(s), witness(es)

PARENT/GUARDIAN RESPONSE

- Wait for school/district personnel to contact you with status, location, and next steps

  ****Encouraged not to go to the scene of the accident**

- If student is transported to hospital:
  - *Meet student at the emergency room*
  - *May sign student out. Must sign student release form.*

BUS ACCIDENT

BUS ACCIDENT

A bus accident is any unusual occurrence that interrupts/hinders the safe transporting of students/adults.

EMS performs medical assessments and determines if students should be transported to the hospital or returned to school.

SCHOOL/DISTRICT RESPONSE

- Contact 9-1-1 to dispatch appropriate first responders to the scene
- Contact appropriate emergency personnel
- Report to scene with student information
- Contact parents/guardians to inform of student status and location
- Report to hospital and maintain supervision until all students are cleared medically and released to the school or parent/guardian
- Transport students home or to school if not taken to the hospital or released to parent/guardian

PARENT/GUARDIAN RESPONSE

Depending upon severity of incident, parent of student(s) involved may:

- Go directly to the school
- Go directly to the hospital if necessary



ASSAULT

BOMB THREAT

A bomb threat is a threat of an explosive device on school premises by phone, in writing, or an on-campus verbal threat.

SCHOOL/DISTRICT RESPONSE

Once bomb threat is made:

- Complete bomb threat checklist and report
- Contact 9-1-1 and Superintendent's Office
- Contact appropriate emergency personnel
- Make decision to evacuate in conjunction with the Sheriff's Office
- Relocate students to secure site as pre-determined in district evacuation procedures
- Send initial Connect message with preliminary information
- Send follow-up Connect message to inform parents/guardians of one of the following:
  - *Re-enter building to continue day*
  - *Re-locate to another site to continue day*
  - *Convey plans for student release*

Sheriff's Office assesses school site and determines if building is safe for re-entry.

- Transportation put on notice pending possible evacuation
- Make decisions regarding shelter, nutritional, and special needs
- Take medical kits to the scene (required for all school emergency evacuations)

PARENT/GUARDIAN RESPONSE

- Encouraged not to go to school
- Stand-by for Connect message with official information
  - *Student cell phone communication is not a reliable source of official information.*
- Make arrangements to receive students if early release is necessary
- If further information is needed, contact the school board office at (985) 785-6289.