

Dear McAuliffe Parents / Guardians:

The staff at McAuliffe takes our responsibilities to keep your children safe and secure very seriously. We have detailed plans in place to care for our students and reunite them with parents in the case of an emergency. In an effort to keep our students safe and parents informed, we would like to share with you the emergency procedures we have put in to place and are practicing with our students. Below is a list of the different emergency drills that we practice and the events that would lead to initiating each scenario.

Parent Emergency Information

FIRE:

- The fire alarm is sounds.
- Students follow teachers to sand field and line up quietly with their class.
- All students, staff, and volunteers will be accounted for (attendance is taken, school is cleared).

EARTHQUAKE

- The ground shakes.
- Students are directed to move away from windows, tall cabinets, and falling objects.
- Students seek protective cover under desks and tables, covering their head with one hand and holding on to a desk leg with the other.
- When ground stops shaking students will exit the building and enact Fire Drill procedures (see above).

LOCKDOWN:

Full Lockdown: Used in case of a dangerous situation near the school (ex: robbery in the neighborhood)

- An announcement is made informing the school we are having a Full Lockdown.
- Teachers turn off lights and have students sit quietly (away from windows).
- Teachers lock classroom/exterior pod doors and close all classroom/pod windows and blinds.
- Teachers email the office with list of all adults and students in their class. All students, staff, and volunteers are accounted for.
- Admin and office staff search the school for any students or adults who may be in bathrooms or hallways and lock all other outside doors.
- An announcement is made when there is no longer a need for the lockdown.

Modified Lockdown: Used in the case of a situation on school grounds (ex: animal on playground)

- An announcement is made informing the school we are having a Modified Lockdown.
- Teachers lock exterior classroom/pod doors and close all windows and blinds.
- Teachers email the office with list of all adults and students accounted for in their class room.
- Admin and office staff search the school for any students or adults who may be in bathrooms or hallways and lock all other outside doors.
- Teaching and learning can continue inside the building.
- An announcement is made when there is no longer a need for the lockdown.

ALICE: Stands for Alert, Lockdown, Inform, Counter, Evacuate:

Used in the case of dangerous and immediate threat inside the building.

An announcement is made informing the school of an ALICE situation and identifying the location of the threat. The teacher or adult in charge has the choice to do one of the following:

1. Enact full lockdown procedures (as listed above)
 - Add to the full lockdown procedures by also:
 - Blocking the classroom door.
 - Having students pick up an object to throw, if needed.

OR

2. Evacuate the building to the nearest “safe” place (such as a neighborhood)
 - Evacuation is dependent on the location of the threat

In case of an ALICE situation, reunification of students and families will take place at **Samantha Smith Elementary**.

Families will be notified via email and phone call in the case of an emergency. Please follow the directions that are given to you at that time. We are all working hard to keep your child safe!

If an emergency occurs that requires the school to close early, please adhere to the following guidelines:

- Do not call the school; there are district procedures for informing the public via radio and television regarding emergencies.
- The parking lot will be closed to allow access for emergency vehicles. Do not block the entrance to the parking lot. If you live nearby, please walk to reduce traffic congestion. If you drive, please be courteous, and park where there is space.
- Follow the directions of school staff. Staff will be stationed around entrances of the school directing parents where to go so that they can check their child out properly, ensuring that all students are accounted for.
- If it is a city wide emergency, it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them. This includes having a supply of food, water, first aid materials, and clothing on hand in the case of an extended emergency.
- Be sure to bring your picture I.D. with you to the school. We are required to identify each individual picking up a child.

As a parent, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to **stay calm**. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency.