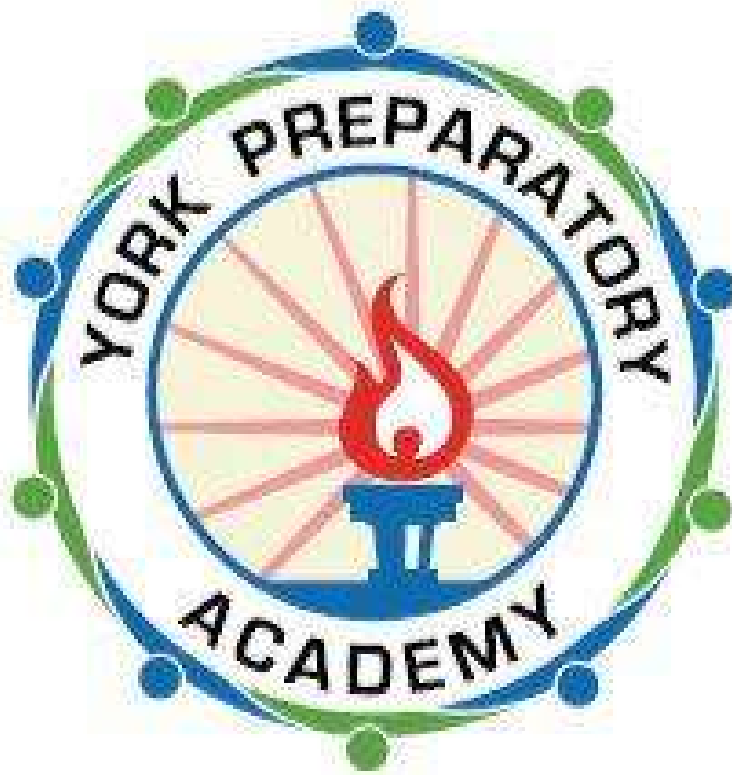


# York Preparatory Academy 2016-17 Emergency Management Plan



# School/Home Communication & Student Reunification

In the event of a school emergency it is important for both the school and each family to have a plan in place for communication as well as to safely reunite children with their families. In such situations it is the school's first priority to ensure the safety of all students. After all students are safe and accounted for, the school will work with local responding agencies to facilitate communication to parents about picking up students.

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## What are My Responsibilities as a Parent/Guardian?

- **Ensure all contact information remains updated.**
- **The number listed as your “HOME” phone on our information forms is the one that will be called with instructions in an emergency.**
- **Include as an emergency contact ANYONE who might pick up your child from school. (*Students WILL ONLY be released to people who are on our list.*)**
- **Wait for an official communication from the school before coming on site.**
- **Once on site, be patient and follow the directions of emergency personnel.**

## Communication From The School

- Communication from the school to parents/guardians in an emergency situation will first come through our automated parent contact system.
- Our automated phone system will call your primary “home” phone number listed in Powerschool. If you would like to update your contact information so that a different number is listed in this field, please contact us.
- After the original message is sent, a repeat call will go out 15 minutes later. These messages will contain directions only.
- Once all students have been accounted for and safely picked up, an informational statement will be released in conjunction with responding authorities containing more information about the incident itself.
- It is important for parents/guardians to note that during an emergency, school personnel will not be at their desks. This means that there will not be anyone available to answer the phone. All information that will be needed to guide you in the process of coming to pick up your child will be contained in the automated messages.

## **Reunification**

- Parents/Guardians will wait to receive instructions on how to proceed to the area that they will pick up their student before coming on site. Depending on the emergency, it may be a site other than the school.
- Emergency personnel will be at each entry to the school. It is imperative that their instructions be followed.
- Only people listed as emergency contacts on each student's information in Powerschool will be able to pick up those students.
- Please be patient, 100% safety and successful reunification is our goal. Speed is not.