
A PARENT GUIDE TO SCHOOL EMERGENCIES



Our Commitment

The Quabbin Regional School District is committed to and continually strives to maintain a safe and secure learning environment for our students and staff. The School District has established policies and procedures that have been designed to effectively deal with an emergency incident should it occur in our School District and our community. These policies have been established in cooperation with the police, fire and emergency service departments in our district towns of Barre, Hardwick, Hubbardston, New Braintree, and Oakham. These departments continue to be valuable partners in our efforts to maintain a safe and secure school environment.

Each school in our district has its own safety plan that is specific to the staff, the facility, and the students in that school. Each school also has a safety crisis team comprised of administrators, teachers, guidance counselors, nurses, facilities personnel, transportation personnel and first responders. The safety crisis team reviews the safety plan regularly.

We conduct drills in collaboration with the police and fire departments in our district towns to ensure our safety plans are being implemented correctly and to allow us to make adjustments as necessary.

Ongoing partnerships with staff, students, parents and first responders ensure the success of our emergency plans. We appreciate your continued cooperation and support to keep our schools safe places for learning!!

Visiting Our Schools

All schools within the Quabbin Regional School District have updated secure entrances. Parents are welcome visitors to our schools. We ask that you comply with our visitor procedures in order to maintain a safe environment for our students and staff.

All visitors are required to use the main entrance, identify themselves, and state the purpose for their visit. Upon entrance, visitors are to go directly to the main office, present valid identification, and obtain a visitor's pass.

Keep Students Emergency Contact Information Current

During an emergency, it is vital that our schools have accurate and up-to-date emergency contact information for all students. When we notify parents of an emergency we will do so via telephone using our One Call Now System and via email through our student server system. **If your telephone number(s) or email address changes, please contact the main office at your children's school(s)** to get your updated contact information immediately entered into the student database.

In An Emergency

If an emergency situation would occur in our schools, parents will be notified by telephone and email using our One Call Now message system and email. An emergency message generally would include basic information about the nature of the emergency.

In the event of an off-site evacuation, **you will also be notified where the students are being transported and where you can be re-united with your child.** We have identified several reunification points throughout the district. Depending on the situation, we will establish a reunification point and notify you of the specific location, once it has been established.

PLEASE NOTE: The district's first priority is the safety of our children. Notification will only occur once we have assured the safety of the children.

How Can You HELP?

The first priority of everyone in the school district is the safety of our children. Parents are asked to wait for instructions from the district regarding how you can be reunited with your child in an emergency situation.

- **Please do not call the school during an emergency.** You may tie up telephone lines that are being used for communication with 911 and first responders.
- **Please wait for notification from the school about the nature of the emergency and what you should do.** In emergency situations information is sometimes shared by those who do not have accurate information. Be assured that the school will provide you with accurate information in the most timely manner possible.
- **Please refrain from going to your child's school and follow the instructions from the district regarding where and when you can be reunited with your child.** We understand that emotions are high in an emergency situation and parents want to be reunited with their child as quickly as possible. Parents who arrive at the school in an emergency will interfere with the ability of first responders to do their jobs and may delay the reunification process.

PLEASE NOTE: The Quabbin Regional School District will release students only to the adult(s) designated on your child's emergency information card and photo ID will be required. Please be patient during the reunification process, as it is important to verify that students are being released to the proper adult.

The district will also communicate with parents in an emergency via:

- The district website: www.qrsd.org
- Social Media: Facebook and Twitter (@superqrsd)

Emergency Procedures

Building Restriction is a course of action initiated when students and staff are required to remain within the school building, but may travel throughout the building as required during a typical school day. Building restriction may occur for an extended period of time depending upon the circumstances.

Shelter In Place is a course of action initiated when students and staff are required to remain within the classrooms, because the administration or other emergency personnel deem that it is safer inside the building in a static location than to be outside and/or traveling throughout the building. Shelter in place may occur for an extended period of time.

On-site Evacuation is implemented when it is safe to remain on the school's campus and evacuation to an on-site assembly area is required. This course of action provides for the orderly movement of students and staff along prescribed routes inside school buildings to designated areas of safety on campus, but away from the building.

Off-site Evacuation is implemented when it is unsafe to remain on the school campus and either a typical early release from school to home or an evacuation to an off-site assembly area is required. This action provides for the orderly movement of students and staff along prescribed routes from inside the school building to a designated area of safety, e.g.: to another school building within the district.

Lockdown Generally, during any enhanced lockdown, staff and students will operate utilizing strategies included in A.L.I.C.E. protocol. More specifically, enhanced lockdown of the school building is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. Protecting all occupants requires providing all students and staff with accurate and real time information regarding the emergency in order to get as many people as possible away from danger quickly and safely, while ensuring that those who have no practical evacuation options have as much time as possible to effectively safeguard their location. The Quabbin Regional School District has trained its staff in the principles of **ALICE (Alert, Lockdown, Inform, Counter, Evacuate)** in the event an armed intruder enters a school. ALICE is a nationally recognized program and is quickly becoming the standard for best practice.

To learn more about ALICE, go to:
<http://www.alicetraining.com/>