

## **SAFETY TIPS IN CASE OF AN EMERGENCY AT P.E.C.**

The main mission of what we, as volunteers and families, can do in the event of an emergency at P.E.C. is to be calm, cooperate with authorities and communicate with our family population.

P.E.C. PTA will communicate with the staff at P.E.C. during an emergency. We will then communicate with the families to provide as much information as quickly as possible.

We are all of the mindset that although we hope none of these situations will ever come to rise, it is better to be prepared and informed. With that goal in mind, please review the following:

### **IN THE EVENT OF A SUSPICIOUS STRANGER ON CAMPUS:**

Please instruct your children if they see an unfamiliar person on campus who is acting strangely to immediately notify the closest teacher or adult. If a volunteer encounters such a person, please notify a PEC staff or office immediately.

### **IN CASE OF A LOCKDOWN AT P.E.C.:**

#### **1. If you are outside of the school during a lockdown:**

If there is a lockdown, no individuals will be-allowed in or out of the school grounds and police will likely block off the street. Please do your best to remain calm. Communication will be through the PTA and/or school office to the families via one or more of these three possible lines of communication:

- 1) EBlast PTA report
- 2) Room parents will receive e-mail communication which they are to forward to class parents as soon as they are able.
- 3) Phone all-call to your primary phone number on student's emergency card.

If you are a room parent, on notification of a PEC Emergency we'd appreciate it if you could assist by forwarding e-mails on to your respective families. If you are a family member and desire more information, contact your room parent and they will in turn field all questions and request additional information from the PTA.

#### **2. Tips for your children and volunteers at the school during a lockdown:**

All families should remind their children that, in the event of a lockdown, to please follow the instructions of the teacher, parent-volunteer, consultant or specialist they are with. If they are on the playground, or not with a teacher etc, they should get to the closest classroom to them as soon as possible - *-even if this means running*, and follow the directions of that teacher.

We have a wonderful population of involved families that help at the school. If you are there during an emergency, follow the instructions of the teacher that you are closest in proximity to during the emergency. If you have a group of children with you and you are not near your assigned class, bring the children to the nearest classroom *as soon as possible*. The teachers are instructed to lock the doors and not open them for anyone until instructed.

If you are a parent on campus, your communication to the families arriving will be of paramount importance because they will recognize and trust you. Please try your best to restore calm and organization for the children's sake.

### **IN CASE OF DISASTER AT P.E.C:**

**If you are outside the school in the event of a disaster:**

In the event of a disaster where communications are down, the best point of contact for parents to be is to convene at Orpheus Park. Parents should come there to get directions as to how to proceed or to give out confirmed information that they have. Of course, everyone should follow the directions of the police or fire department, etc., if there are other directions given.

A school communicator will be sent to Orpheus Park, if possible. If by chance that person is not available, there will be PTA back-up team member assigned to this post to help coordinate and communicate with the families.

**IF YOU ARE A VOLUNTEER IN THE CLASSROOM IN THE EVENT OF A LOCKDOWN:**

There is an Emergency Kit in each classroom. Each kit contains a basic first aid kit, First Aid Guide, emergency blanket and emergency toilet-in-a-bag. Each box has a contents label on the back for easy reference, and the lid is secured by a breakable plastic lock.

If you are a parent volunteer, we would appreciate your helping the emergency response team to assist in ensuring the children's safety and peace of mind. Also, communicate with the families that you see to help restore calm. You will be a very important part of helping to make it as calm for the students as possible.

**PICK UP FOLLOWING AN EMERGENCY:**

As family members, please do not panic and be aware that if your child is injured, you will be the first contacted, so do not listen to rumors. The authorities contact the family members of an affected student before anyone else! **Please do not come to the school grounds.** In the event of an emergency you will be receiving timely communication from the school site regarding protocol appropriate for the situation. After you are notified of release of students, please queue on Vulcan to turn onto Union Street and follow the directions of the person(s) directing traffic.

After the lockdown, *children will only be released to their respective parents or those guardians with a letter of authorization from the parent or a copy of the emergency card* showing they are allowed to remove the child from school. The teachers will have copies of the emergency cards for this purpose.

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NOTE: If the school is evacuated for any reason, the next-level staging site (i.e. where your children will be) is Orpheus Park.

Again, we all hope these situations will never come to rise, but it is best to stay aware and be prepared. If you have any questions or comments, feel free to e-mail Matthew Clough via [clough@pobox.com](mailto:clough@pobox.com).