

PARENT NOTIFICATION LETTER

Eastern York School District

Dear Parents and Guardians of a Eastern York School District Student,

We in the Eastern York School District (EYSD) place a high priority on ensuring the safety of our students, staff and visiting parents. In emergency situations, if everyone knows what to do, all involved can *Stay Calm and Stay Safe*.

This letter will inform you of how you and your child can stay safe if an emergency should arise. The EYSD Emergency Action Plan includes the following elements.

- A detailed plan, coordinated with national, state and county emergency action
- plans, with detailed procedures for protecting the welfare and safety of students during an emergency event
- School-based and District-wide Crisis Teams, integrated with community emergency response and mental health resources
- Local Police Department and Emergency Responders, integrated with local police agencies
- Individual Crisis Plans at each school, including regular drills for fire, lockdown, shelter-in-place for other potential disasters
- School-based and District-wide Health and Counseling Services, integrated with community health, medical and counseling resources
- A re-unification site to re-unite parents and students if off-school site evacuation is necessary. All community media outlets will communicate site of reunification immediately after confirmation of need for re-unification off-site

As the parent of an Eastern York School District student, you are a vital part of our plans to keep your child or children safe. You can assist the various school personnel, police or fire personnel, or others engaged in the protection of your student and others by remaining calm and following the steps outlined below.

Please take time to have a conversation with your child about staying safe, remaining calm, being responsible and being respectful to those providing a safe learning environment.

BEFORE A CRISIS

- Practice family crisis response at home: have a plan and supplies organized, and discuss remaining calm and asking for help when needed
- Make sure the school has updated emergency information regarding your child, including contact names and numbers and your child's current medical history
- Discuss with your child the school's rules during drills for fire and other emergencies; be sure your student understands correct procedures
- Teach your child to stay with school staff and follow their directions
- Tell your child NOT to try to contact you by cellular phone or land line until given the OK by school staff, thus allowing communication channels to remain open for emergency responders
- Tell your child that you will remain at work or home and watch for updated information from EYSD as to where and when you and your child can reunite

DURING A CRISIS

- Stay **calm and if instructed do not come to the school** so emergency responders can complete their mission
- Keep phone lines free so school personnel and community responders can communicate with each other

- Listen for information from EYSD over TV, radio or the Internet: this information will help you reunite with your child in an orderly and safe manner

WHEN YOU REUNITE WITH YOUR CHILD

- Be a model of Calm, Control and Comfort : let your child know you will protect them
- Listen to your child and watch for temporary changes in behavior like being clingy or angry, having trouble sleeping, acting younger or acting scared
- Seek assistance for negative behavior changes that persist after two weeks: you may need to contact your child's school counselor or other outside resources for assistance.
- Keep in contact with your child's school and follow recommendations from EYSD and community experts.

We at EYSD, take pride in responding to the needs of our students, staff and visiting parents. Training and awareness activities continue in all areas of crisis management / response and school safety in an effort to stay current with national, state and county response plans.

We appreciate your efforts in doing all you can to help us protect your child in an emergency.