

PARENT CRISIS INFORMATION SHEET 2014-2015

Our school has developed a Comprehensive Crisis Plan covering policies and procedures for a wide range of emergency situations. Some situations may require a delayed opening, an early dismissal or a closing. Other more serious situations may require a lockdown of the school. In any emergency situation, the most important role for you as a parent is to stay near a phone and tuned into a news channel or radio station for information.

As part of our Crisis Plan, we will be using the School Reach Phone System, which will include your home number and cell phone numbers. The teachers, as well, will be creating grade level E-mail listings. These e-mail lists or phone calls may be activated in a crisis situation. It is imperative that you inform the office of any changes in home, work, or cell phone numbers or emails as soon as they occur.

Snow/Ice Storms – Delayed Opening/Early Dismissal/Closing:

Our school follows the Prince George's County Public School directives for delays and closings due to inclement weather. Please listen to the radio and/or watch TV for the latest information. **DO NOT** call the convent or rectory. Once a decision has been made, a message will be left on the school's phone answering service.

- 1) If P.G. County schools are closed because of weather conditions, St. John's will be closed.
- 2) If P.G. County schools are delayed one or two hours, St. John's will be delayed accordingly. The Before Care program will also follow the delay. (Handbook pg. 14)
- 3) If there is a delay in opening on a day that St. John's has a scheduled 12:30 dismissal, the school will comply with the delayed opening and will extend dismissal to 3:15.
- 4) If P.G. County schools have an early dismissal, St. John's will close at the same time and there will be NO After Care program available.
- 5) If snow/ice related condition arise on a day that P.G. County schools are already closed, and St. John's is open, we will follow the directives of the Archdiocese of Washington. In such an event, an announcement will be made on local news and radio stations and will be listed under the Archdiocese of Washington: Prince George's County.

Emergency Lockdown:

There are several situations that may arise requiring our school to be put on emergency lockdown. If a crisis arises that requires the school to be put in lockdown, please do not call the school or come to pick up your child until instructed to do so. The best thing you can do is **STAY PUT AND STAY TUNED**. Our Emergency Emails/Phone Tree will be activated and you will be informed of the situation and how to proceed.

Once the school is in lockdown, no one will be permitted to enter or leave the building until an all clear is given.

Evacuations:

If a situation arises that requires an evacuation of the school, the children will be relocated to the Church Hall. If we are unable to re-occupy the school building, the Emergency Email/Phone Tree will be activated and you will be instructed when and where to pick up your child.

Please remember that in any crisis/emergency situation, all members of our staff have important roles to play to ensure the safety of the children. If you call the school and continuously get the answering service, please do not panic and rush to the school. Whether it is an early dismissal or a complete evacuation, our main priority will always be to keep the children safe and reunite them with you as quickly as possible.