

GUIDELINES TO PARENTS FOR A SCHOOL EMERGENCY SITUATION

In the event of a crisis at school (a fire, a tornado, individual with a weapon, chemical leak), parents must be aware of the following:

- DO NOT ATTEMPT TO RUSH TO THE SCHOOL since multiple vehicles may block the access of emergency vehicles and personnel. Depending on the emergency, you may also be driving into a dangerous situation. Students may be evacuated or locked down, so you need to wait for directions on where to go.
- REMAIN AT THE PHONE NUMBERS YOU HAVE GIVEN FOR EMERGENCY CONTACT SO YOU CAN BE CONTACTED IF NEEDED.
- CALL THE FOLLOWING EMERGENCY NUMBERS FOR INFORMATION:
Call your normal school number first.
If you cannot get through, call (504)595-6400.
- IF TELEPHONES ARE JAMMED, LISTEN TO WWL 870 AM RADIO FOR EMERGENCY INFORMATION, INCLUDING A GATHERING LOCATION.
- THE GATHERING SITE FOR PARENTS/GUARDIANS WILL BE ANNOUNCED AS SOON AS A SAFE SITE CAN BE DETERMINED.
- INFORMATION ON STUDENTS AND INSTRUCTIONS FOR RELEASE OF STUDENTS WILL BE GIVEN AT THE ASSIGNED GATHERING SITE. LISTEN ATTENTIVELY THERE FOR INFORMATION AND ON THE RADIO.
- THE SITUATION MAY CALL FOR EVACUATION OF STUDENTS OR THE SHELTERING OF STUDENTS IN PLACE OR EVEN A LOCK-DOWN. BE PREPARED TO WAIT UNTIL YOUR CHILD CAN SAFELY BE RELEASED.
- STRICT RELEASE PROCEDURES WILL BE ENFORCED. UPDATE NOW THE NAMES AND NUMBERS OF PERSONS ON THE SCHOOL EMERGENCY CONTACT LIST TO INCLUDE SOMEONE WHO COULD BE THERE AT ANY TIME DURING SCHOOL.
- EVERY PERSON PICKING UP A CHILD IN AN EMERGENCY MUST SHOW A PHOTO IDENTIFICATION OF ANY SORT AND SIGN A RELEASE FORM.

(Wallet card)

SCHOOL EMERGENCY GUIDELINES

- DON'T RUSH to school. STAY IN PLACE FOR DIRECTIONS.
- EMERGENCY NUMBERS:
Your School _____
Parish-wide #: (504) 595-6400
- TUNE TO WWL 870 AM Radio
- GO TO THE GATHERING SITE once it has been announced.
- BRING A PHOTO I. D.
- FURTHER INFO & INSTRUCTIONS WILL BE GIVEN THERE.
- BE PREPARED TO WAIT.
- RELEASE PROCEDURES WILL BE STRICTLY ENFORCED.