



Southwest Allen County Schools

4824 Homestead Road
Fort Wayne, Indiana 46814

Our Goal is to Make a Difference

Parent/Child Emergency Protocols

In the event of an emergency at your child's school and the school has to be evacuated, students will be evacuated to an off site location. For all other emergencies, students and staff will remain at the school and follow established crisis procedures.

We ask that you cooperate by following these procedures if you hear of an emergency at school.

SCHOOL ACTION:

- The Crisis Response Team will be activated and appropriate steps taken to provide a safe and supportive environment for students and staff.
- No student will be dismissed from school supervision unless a parent (or his designate on the student emergency form) comes for him. No child will be allowed to leave without the adult responsible for his care providing proper identification. Please remember to keep your student's emergency contact information (phone numbers) current.
- Students must sign out through the designated dismissal site before leaving school supervision. Students will be dismissed individually through an established dismissal station. The dismissal site may not be the student's home school.
- A school representative will accompany any student needing medical attention to a medical facility.
- Depending on the type and severity of emergency/crisis, buses may or may not run.
- Those students who have driven to school may or may not be allowed to leave school without being accompanied by a parent.

PARENT ACTION:

- PLEASE do NOT call the school. Phone lines need to remain open for emergency calls.
- PLEASE do NOT call your student on her cell phone.
- Listen to the radio, watch television, or log onto the district web site for information and specific directions parents are to follow.
- During or immediately following an emergency, DO NOT drive to the school or the alternative site. Access routes and entrances must remain clear for emergency vehicles.
- If your child has been injured or needs medical assistance, a crisis team member will call you immediately.

NOTE: It is highly recommended that you POST these instructions near your phone or in a prominent place easily accessible.