

## Reuniting With Your Child After A Crisis Event

We know how important it is for parents and children to be reunited as quickly and safely as possible after a serious crisis incident. To provide for a safe and secure release of students to their parents or other authorized caregivers, we will set up a Parent and Student Reunification Center. This Center may be at your child's school or at a safe alternative location. Do not go to the school or alternative location until notified by SchoolMessenger (our automated telephone notification system), the media and/or the School District's website.

- Parents will be notified when and if a Parent and Student Reunification Center is established. We will use SchoolMessenger, the media and our School District website.

- Parents or authorized caregivers will need a photo ID to present at the Reunification Center.

- Students will be released ONLY to a parent or caregiver listed on our Student Information System.

- Students will be brought to the Reunification Center registration area and signed out at that location.

- The reunification process can be time consuming. We urge you to be patient and understand that we are acting to ensure a safe release of students to their parents.

## Responses To A Crisis Incident

School buildings are some of the safest places for children in times of crisis. We are dedicated to keeping our students safe and secure. It is our goal to reunify our students with their parents as soon as it is safe to do so. Please understand that there may be times in a crisis when we will need to shelter our students in safe places within their school or at an alternative location if the school must be evacuated. Emergency first responders will help us make a decision when it is safe to reunify students and parents.

In case of a crisis at your child's school, it is important for you to be aware of these terms:

- **Shelter In Place** - We will shelter students and staff in designated locations in the school to separate them from a potential hazard outside. No entry or exit from the school will be allowed until it has been determined to be safe and an "all clear" announcement has been made.

- **Lockdown** - All students and staff will be sheltered in the school based on the level of threat. Exterior doors will be locked and in some cases interior room doors will

also be locked. No entry into or exit from the school will be allowed until it has been determined to be safe and an "all clear" announcement has been made.

- **Evacuation** - In the event of some school building emergencies, students and staff will evacuate the school to a designated location. The evacuation site may be on the school grounds or at another designated location depending on the elements of the emergency. If needed, parents will be notified of the school's parent and student reunification process.

- **Reunification** - When it is safe to release students after an emergency, parents will be directed by school or public safety officials as to the location and time to pick up their child. Information about parent and student reunification will be delivered by the SchoolMessenger notification system, the District website and the media. Reunification can be a time consuming process. Please be patient with us as we assure your child's safety. Students will only be released to parents/guardians that are documented as emergency contacts and who present a photo ID.

- **Crisis Counseling And Support** - When there has been a crisis at school please do the following to support your child:

- Listen to and acknowledge your child's concerns.
- Provide reassurance that your child is safe at school and home.

- Seek help from the school counselor if concerns continue.

## USD 261 Non-Discrimination Statement

Haysville USD261 does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Michael Clagg, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, Kansas 67060 Office Phone: (316) 554-2206, Email: mclagg@usd261.com



# School Emergency Information For Parents

1745 West Grand Avenue  
Haysville, Kansas 67060  
(316) 554-2200  
[www.usd261.com](http://www.usd261.com)

## Important Information

Please detach this card and keep it with you at all times

### Parent School Emergency Procedure Information

In case of a school emergency, you are encouraged to monitor school information and special instructions for parents by doing the following:

- You will receive a notification from SchoolMessenger (the Haysville USD 261 automated telephone notification system).
- The School District's website [www.usd261.com](http://www.usd261.com) will post emergency information for parents.
- Tune in to local radio and television stations for information.
- **DO NOT** call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.



Two copies of the Parent School Emergency Procedure Information have been provided for your convenience.

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## To Our Parents & Guardians

The safety, security and success of your child are our District's most important responsibility. To ensure a safe, caring learning environment, we take many steps to prevent, mitigate, respond to and recover from a wide range of potential crises.

Each school in the Haysville School District has a current Crisis Plan and a Crisis Response Team. The Crisis Plan describes the actions that will be taken in the event of a school related emergency. This planning allows us to reduce risk, respond effectively and safely to critical incidents, and to return to normal school operations as soon as possible. The Crisis Team and Crisis Plan ensure that all school staff members are aware of their responsibilities in a crisis situation. The District's Crisis Counseling Team supports the emotional needs of our students before, during and after a crisis. School buildings provide some of the best protection available for children in a crisis situation.

Haysville School District leaders meet regularly and plan with area emergency first responder personnel. The first responders include Haysville Police, Sedgwick County Sheriff, Sedgwick County Fire, Sedgwick County EMS, Sedgwick County and State of Kansas Emergency Management. Additionally, School District staff has attended a variety of local, state and federal emergency planning trainings.

Recently a team of ten USD 261 staff and first responders was selected to attend the FEMA Multi Hazard Emergency Planning For Schools training at the National Fire Academy in Maryland. These efforts ensure a strong emergency management plan that is coordinated with emergency first responders.

We know that your first interest is the safety of your child. Parents and guardians can help their schools by learning what their schools will do in a crisis and by cooperating with school and emergency personnel.

### Be Prepared For A School Emergency

- Be sure that your child's emergency contact information at school is accurate and current.
- Become familiar with your school's emergency plans and crisis communication system.
- Follow the Emergency Procedure Card in this publication.

### In Case Of A School Emergency

- **DO NOT** call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- **DO NOT** phone your child. Your phone call may interfere with the safe care of your child.
- Make sure that your telephone is on and working to receive a SchoolMessenger automated notification regarding an emergency.
- Visit the School District's website for information, directions or updates of a crisis situation.
- Tune to local television and radio stations for official school information.
- Rely on only official communication from our School District or public safety officials.
- Listen for official information regarding parent and student reunification.

### Parent and Guardian Communication In The Event Of An Emergency

While we are effectively and safely dealing with a crisis, we also have a priority of communicating accurate, timely information to our parents and guardians. Our School District will use a variety of methods of getting information to our parents based on the type of crisis situation.

### Communication Methods Include

- SchoolMessenger (the Haysville USD 261 automated telephone notification system) will call parents to provide information about a school emergency.
- Our School District's website will have crisis information on the front page at [www.usd261.com](http://www.usd261.com).
- Local media, including designated television and radio stations used by the District and newspapers will be given information for parents and the community.  
Media outlets: Television - KAKE; KWCH; and KSN. Radio - KFDI-AM 1070; KFDI-FM 101.3; KTHR-FM 107.3; KZCH-FM 96.3; KZSN-FM 102.1; and B98-FM 97.9.
- The USD 261 electronic sign at West Grand Avenue and Stewart Avenue will be used to provide information when needed.
- A Crisis Communication Center hotline will be activated and communicated through the media and the District's website when needed.
- A letter about the school emergency will be sent home to parents following the incident.