



The **Senatobia Municipal School District** has established emergency and safety plans for each school in the District. The plans are coordinated with police, fire and county/state officials and address both human-made and natural hazards. The plans are reviewed and revised annually and after each emergency. Emergency drills are conducted throughout the school year.

When disaster strikes, the first consideration is the safety of the children in our care.

### **Parent Responsibilities During a School Emergency and Reunification After a School Emergency**

#### **THE ROLE OF PARENTS IN AN EMERGENCY**

In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or rush up to the school and get you child/children. The truth is, this only complicates matters from a safety and security standpoint.

Parents too close to an incident often hinder the rescue of police and fire officials on the scene. The best action parents can take in an emergency is to stay close to their phone and e-mail and to monitor local radio and TV reports for regular updates and instructions.



#### School Telephone Numbers

|                             |                     |
|-----------------------------|---------------------|
| <b>Senatobia Elementary</b> | <b>662-562-9613</b> |
| <b>Senatobia Middle</b>     | <b>662-562-4420</b> |
| <b>Senatobia High</b>       | <b>662-562-4230</b> |

**Senatobia Municipal School District Office**  
**662-562-4897**

**[www.senatobiaschools.com](http://www.senatobiaschools.com)**

*Jay Foster, Superintendent*

## **Senatobia Municipal School District School Emergency Information Guide**

### *for Parents and Guardians*



## Safety Terms & Procedures

In the event of an emergency at your child's school, it is important to know these terms.

**EVACUATION** - For use when conditions outside the school building are safer than inside. In the event of certain building emergencies, students will be re-located to an evacuation assembly area. **Students will be released ONLY to parents/ guardians with picture ID permission from a district official. This procedure is necessary to account for the whereabouts of all students.**

**SHELTER IN PLACE / SEVERE WEATHER SAFE AREA** - Students take refuge in designated areas to protect them from severe weather emergencies or hazardous materials incidents. **No entry into or exit from the school will be allowed until an "all clear" announcement is made. Students will NOT be released during shelter in place.**

**LOCKDOWN** - A lockdown takes place when there is an immediate threat of violence in or around the school. All school doors are locked and students are confined to classrooms. **No entry into or exit from the school will be allowed until an "all clear" announcement is made by Administration. Students will NOT be released during a lockdown.**

**REVERSE EVACUATION** - A reverse evacuation takes place when conditions inside of the school building are safe than outside. Students are evacuated from the outside of the building to the interior in the event of an emergency. **No entry into or exit from the school will be allowed until an all clear announcement is made.**

## **IF THERE IS AN EVACUATION, WHERE WILL STUDENTS GO?**

**Parent-Student Reunification:** In the event that a campus must be completely evacuated to an alternative evacuation site, information will be posted on the District website and disseminated through the School Messenger system calling home numbers, cell numbers and sending emails notifying the parents of the campus involved. The news media - television and radio - will be contacted by SMSD and kept up-to-date on all developments, and will be asked to broadcast important information needed by parents, just as they do when inclement weather forces school closings. The message will include information as to the location of the students and the parent-student reunification point. The procedures below will be followed.

Only those listed on the student's emergency information card will be allowed to pick up the students and must present proper identification.

### **When arriving at the alternate evacuation site, parent should:**

1. Park in the designated parent parking area being careful not to block bus access or incoming/outgoing traffic.
2. Report to the parent-student reunification table.
3. Present proper identification to the parent-student reunification table and inform them what student (s) you are there to pick up.
4. The administrator in charge will check the student emergency information card and verify you are authorized to pick up the student (s) and then send for the student.
5. Parent will be asked to sign for the student and the student will be delivered to you.

## **Should I Pick up my child at school during an emergency?**

We strongly encourage parents **NOT** to come to the school during an emergency unless directed to do so.

While every parent's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly degrade the school's ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well being of students and staff. Vehicles driving to the school, for example, will restrict access of emergency vehicles or school buses that are loading children for evacuation or to take them home. The building's staff will be actively working at all times to ensure the safety of all students. While it may seem logical that every student taken home by a parent reduces the workload of the staff, in a fast-moving situation that requires careful coordination and communication, extra vehicles and visitors to the school actually make that task of keeping track of all students more difficult.

### **WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?**

Each campus has a plan of action that includes evacuation of students and/or staff who have special needs.

