



# SENATOBIA MUNICIPAL SCHOOL DISTRICT

## Emergency Planning

### A GUIDE FOR PARENTS

The Senatobia Municipal School District has always been serious about being prepared for emergencies. Each year, the District's entire Emergency Plan is reviewed and updated to meet State regulations. The plan addresses an enormous range of issues, from dealing with the onset of crisis situation, to addressing the psychological and emotional needs of students and adults in its aftermath.

When an emergency occurs, the first and foremost concern of every staff member is the safety of the students in our care. This guide provides a brief description of how the school district will manage an emergency and how SMSD parents can support those vital efforts.

#### **GENERAL INFORMATION**

The Senatobia Municipal School District has established Emergency Plans for each School building in district. These plans are coordinated with police, fire and other officials in the county.

These are some of the general categories which the plan addresses:

- Criminal offenses such as bomb threats, kidnapping or violent behavior
- Natural hazards such as severe weather
- Environmental hazards, for example, exposure to hazardous materials, or fire.
- Medical emergencies including serious contagious disease, accident or illness of a student or staff member.

#### **WHAT ARE THE SCHOOL SECURITY PROCEDURES?**

All doors that lead to the outside are locked when school is in session. In order to enter the building, the parents/visitor may only enter through the main entrance and must obtain a visitor's pass. Any unauthorized person on school property will be reported to the school Principal or his/her designee. Unauthorized persons will be asked to leave. All school personnel must wear their photo ID badges for identification purposes. Children are instructed to look for these ID badges. Visitors are required to wear a temporary badge which indicates individual is an authorized visitor.

#### **HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?**

When the Principal, Superintendent of Schools or designee determines that an emergency response is required, there are several possible responses:

- I. **Evacuation:** Used when the conditions outside the school building are safer than inside. This requires all building occupants to leave the building and go to a pre-determined safe location outside of the school building. Evacuation could also mean going to the evacuation site with the intention to be transferred to another location. Circumstances in which this could happen would include severe weather outside, or a very dangerous hazard that required students to be out of the area of the school. Evacuation locations are not given out to the

general public for safety reasons. However, if students are transferred to another location, parents/guardians will be notified as soon as students are settled and safe. **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.**

- II. **Shelter in Place / Severe Weather Safe Area:** Keeps students and staff in their buildings in a secure location when it is safer to stay inside than go out. Students will take refuge in designated areas to protect them from severe weather emergencies or hazardous materials incidents. Generally, sheltering is for a short time until it is safe to either evacuate to another building, or to send students home. **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.**
- III. **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.**
- IV. **Reverse Evacuation:** A reverse evacuation takes place when conditions inside of the building are safer 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.**

#### **ARE THERE EMERGENCY PLANNING DRILLS?**

**YES,** at multiple times during the year each school will (as per State Regulations) conduct a test of its Emergency Plan.

#### **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.

#### **HOW WILL PARENTS/GUARDIANS AND STUDENTS BE REUNITED?**

An area will be designated for parents to pick up students. Photo identification must be shown in order for a student to be brought to the reunification area.

#### **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.

## **WHERE CAN I GET INFORMATION DURING AN EMERGENCY?**

Chances are that you will have difficulty reaching the school by phone when you try. The school will be making every effort to contact you. The schools have every student's emergency contact information that they have readily available for emergencies. Other sources of information that will be utilized if necessary include the automated messaging system, the local news and media.

## **WHAT CAN I DO TO PLAN AHEAD?**

The two most important things you can do are:

- 1. Make sure you child's school has the most up-to-date emergency contact information.**
- 2. Review with you child any alternative arrangements you have made in case an emergency prevents you from being home.**

### **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)**

***Chris D. Fleming, Superintendent***