

WACONIA PUBLIC SCHOOLS

Crisis Communication



ISD 110 EMERGENCY RESPONSE OVERVIEW

- » A district-wide comprehensive emergency response plan is in place and is reviewed and practiced on a regular basis.
- » All schools in the district have a building-specific emergency response plan and an emergency response team in place to respond to an emergency situation on campus.
- » Emergency protocols have been developed in collaboration with area law enforcement and emergency response agencies.
- » Emergency protocols are aligned with county, state and federal emergency plans.
- » Emergency response drills are conducted in each school building throughout the course of the year to test our procedures and to fully assess our readiness.
- » Parents will be notified of an emergency via the Infinite Campus Messenger communication system and district's website.
- » Schools are prepared to engage in the appropriate emergency response, including lockdown, secure mode, schedule stop, evacuation, and severe weather. Specific emergency protocols are confidential to protect the security of our plans.
- » **The school district has specific plans for the reunification of parents and their children in the event of a major emergency.**

What is a family's role?

BEFORE AN EMERGENCY

- ▶ Make sure your child's emergency information is correct. If there is any change in a student's name, home address, mailing address, telephone number, or emergency contact numbers, please update through Infinite Campus or notify the school. Accurate records need to be maintained to ensure appropriate communication with parents/guardians. Only people listed on the emergency card are allowed to pick up children from school.
- ▶ Keep the school nurse informed of a child's medical condition and provide emergency medical supplies and medication.
- ▶ See something, say something. Report any suspicious activities relating to the school to the building principal.
- ▶ Reinforce with your child that the school has procedures to keep them safe and that they should follow the directions of school faculty and public safety officials during a school emergency.

DURING AN EMERGENCY

During an emergency, it is a natural instinct for families to want to rush to their child.

We, at Waconia Public Schools, want to reassure you that we share the same instinct—to protect and safeguard your children. Our organized, systematic procedures and plans guide our response to a wide range of crisis situations.

Here are a few ways you can help us effectively respond to a crisis:

- ▶ District communication and Carver County Sheriff's Office will be the main sources for accurate and up to date information.
- ▶ Remain close to your phone or computer. We will send accurate information and instructions to your contact information in Infinite Campus.
- ▶ Check your email, text messages and the district website for updates.
- ▶ Remain calm, follow procedures, and cooperate with school and public safety officials.
- ▶ **Please do not go to the school.** Traffic may block emergency responders from getting to the scene.
- ▶ **Please do not call the school.** It is essential to keep phone lines open so school officials can make outgoing emergency calls. If office staff members are answering parent calls, it distracts them from their role in keeping the students safe.
- ▶ We know that during a school emergency many of our students will try to call or text their parent or guardian. If this occurs, we ask that you stay calm and reassuring. Encourage your student to follow the directions of school staff. Students should silence their cell phones.
- ▶ To prevent confusion or added safety risks, students and parents should refrain from posting/sharing/commenting on social media any information that has not been verified by the school district or law enforcement.
- ▶ Students with first hand information about the incident should call 911.
- ▶ Understand that the district may require families to pick up their children at a reunification site other than their school. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies.
- ▶ The family reunification system was developed to ensure the safety and accountability of students and it is vital that it be followed. The district will communicate the location of the reunification site through the channels provided above.

AFTER AN EMERGENCY

Following a school crisis, specially trained district personnel are available to provide counseling and outside referrals to students, staff members and others who may need it.

- ▶ Monitor your student's behavior and let the school know if you think counseling or help is needed.
- ▶ School psychologists, social workers and counselors – trained in crisis intervention and recovery – are available to students and their families in all emergencies.
- ▶ The district will work as quickly as possible to restore normal school operations and will inform parents of any changes.