

During an emergency, it is critical that parents receive important information and directions from school officials before going to the school or scene of an emergency. We will strive to provide accurate and timely information that will be released to parents, the public and the media during any emergency incident. However, the safety of the students and staff must be our first priority.

We thank you for your understanding and support!

Visit us on the web:

www.winslow-schools.com

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SCHOOL EMERGENCY GUIDE INFORMATION

*Guidelines for Parents to Follow in Case of a
School Emergency*



The Winslow Township School District is committed to providing a safe environment for students, staff and visitors. We work closely with local, county and state offices (police, fire, EMS and public health) to ensure that our schools are prepared for an emergency. This *Guide* provides steps you can take if a crisis were to occur at your child's school. **Please keep this where you can access it in case of an emergency.**

As a parent, what can I do to prepare for a school emergency?

- Make certain that the school has your **current** address and telephone number, including cell and work numbers.
- Provide accurate emergency contact information to your child's school and **notify** the school if it changes.

Our *ParentLink* computer automated telephone calling system will utilize your current telephone contact information in the event that it becomes necessary to contact you. **Please make sure your child's school has your current contact information!**

What should I do during a school emergency?

During an emergency, you will receive a ParentLink telephone message; however, you may also:

- Visit www.winslow-schools.com
- Listen to the radio/TV stations used for school closing at KYW AM 1060; NJ 101.5 FM; Fox News

IN CASE OF A SCHOOL EMERGENCY

- **DO NOT** call or rush to your child's school. Telephone lines and staff are needed for emergency response efforts.
- **DO NOT** phone or text message your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- **RELY ONLY** on official information from school or public safety officials.
- **LISTEN** for official communication regarding reunification with your child.

What are the safety terms and procedures?

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

Lockdown – A lockdown takes place if an internal or external threat is identified at 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.**

Evacuation – In the event of certain building emergencies, students will be evacuated from the school building and relocated to an evacuation assembly area. **In the event that students are released from the evacuation area, students will ONLY be released to a parent/guardian with picture ID and/or permission from a district official.**

Shelter-in-Place – Students take refuge in designated school areas to protect them from hazardous materials or severe weather conditions. **No entry into or exit from the school will be allowed until an "all clear" announcement is made.**

How can I be reunited with my child?

As parents ourselves, we fully recognize the importance of reuniting children with their families as quickly as possible in the event of an emergency. Your child's safety is our first concern; however it may be necessary, in certain situations, to limit a parent's access to a child **temporarily in the interest of safety and security**. Parents/guardians will receive/can find reunification information in the following manner:

- ParentLink communication.
- Radio station announcements at KYW AM 1060; NJ 101.5; Fox News
- www.winslow-schools.com

Each school will have a procedure for helping parents reunite with their child(ren). Parents will be directed to a specific location where they will be required to show proper identification. Remember, that a student can only be released to an adult who is a parent/guardian or to an adult that has been designated in the Emergency Information Record. **PLEASE MAKE SURE YOUR CHILD'S SCHOOL HAS YOUR CURRENT CONTACT INFORMATION!**

The reunification process can be very time-consuming so parents are urged to be patient.