

MIFFLIN COUNTY SCHOOL DISTRICT

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Dear Parents:

Providing for your student's/child's safety when at school/in our care is a major responsibility of our staff. All Mifflin County Schools have a disaster plan. The principals and staff are prepared to make prompt and responsible decisions in situations that could threaten the safety of the students. The need to close a school and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as fire, tornado, or severe storm. At times, communication and/or transportation may be disrupted.

In the event of an emergency, information will be disseminated in a number of ways, including:

- Notification through the Skylert system which includes calling, texting, and email capabilities
- Broadcast over local radio stations
- Broadcast by local television stations
- Mifflin County School District web site (www.mcsdk12.org)

During a critical incident or lockdown situation, no child will be released and no unauthorized persons will be admitted to the school building. This is for the safety of the children. Attempting to bypass this policy may subject a parent to law enforcement action and may hinder our attempts to follow necessary procedures. Further, no student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her. Everyone attempting to sign out a child must show positive identification. Students will NOT be permitted to leave with another person, even a relative or baby sitter, unless we have written permission to that effect or that particular person is listed on the student's Emergency Card in our files and is able to identify himself/herself. All parents or designated persons who come for students must sign out at the office or designated location. Signs will be posted if an alternate location is required. Please be sure your Emergency Card is completed and returned to the school as soon as possible.

If changes to the Emergency Card information occur at any time, call the school office immediately. It is critical that we have up-to-date information in regard to our students. The Skylert system must have updated and accurate information to get messages to parents/guardians.

We are prepared to care for your student in emergency situations. If you are not able to reach the school, we will care for your student until you or a designated person arrives. We have a number of staff members with first aid training, and we will be in communication with local emergency services. We do ask for your help in the following ways:

- Please do not call the school/center. It is essential that telephone lines be kept open for emergency calls.
- Please do not try and reach your child by his/her cell phone. Tying up or overloading the cell towers could prevent necessary communications between administrators and responders.
- Do not come to the school until directions to do so are given through channels indicated above. The school access route and street entrance areas must remain clear for emergency vehicles and/or may be blocked by debris. Coming to the school while responders and equipment are still in place may put you or your child and necessary procedures at risk.
- Do turn to the radio and television stations for information and expect Skylert updates.

During the school year your child will be trained in the necessary emergency procedures. She/he will learn how to react, where to assemble, and what to expect in an emergency situation. We suggest that you have the members of your household practice response to emergency situations and that you maintain emergency supplies. There are several good publications available to assist you in these preparations. The Department of Homeland Security website www.ready.gov contains good information about preparing and reacting to an emergency. If you have any questions or comments about our emergency preparations, you can call me at 717-248-0148 (ext. 2547)

Very truly yours,

Steven J. Schaaf
Title IV Coordinator