

# Quick Tips if there is a School Emergency

Below are some quick tips to help families when there is an emergency at a school.

## ***Stay calm and alert:***

In the event of a school emergency, please remain calm and know that school staff, district personnel, and the Foxborough Police & Fire Departments are working to keep your child safe. Please keep your phone close and follow the directions we provide. Based on the situation, the District may alert you to visit the District website, your email, social media: Facebook & Twitter, and tune in to local media outlets. Please know that the news will not always report accurate information.

## ***Please do not come to the school:***

We understand your desire to go to the school and the need to see your child especially in a situation that feels scary. However, arriving at the school can interfere with the emergency response and puts you in danger. Past school emergencies have shown that one of the most significant challenges is how to manage the number of parents and concerned citizens rushing to the scene. Additionally, by rushing to the school, parents can unintentionally create traffic jams that may block emergency responders from arriving to, or leaving the school when transporting injured students or staff to medical facilities. Families should not pick up their student or come to the school until given the direction to do so from the District.

## ***Please do not call the school:***

We ask that you do not call the school so phone lines are clear for communication with emergency personnel and school officials. Not calling the school will also allow school staff to remain focused on the safety of students. The School and District will share information using our automated phone messaging system, email, and other forms of mass-communications. If students are injured, the families of those children will be directly notified by school personnel.

## ***If your child texts or calls you, please keep them calm:***

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 the school staff. To prevent confusion or added safety risks, ask them to turn off their cell phone and refrain from using social media.

## ***Make sure your contact information and all emergency contact information is accurate and updated:***

The District will call families when there is an emergency at a school. Please make sure your contact information is always up to date at your child's school. Also, please make sure the emergency contacts you have listed for your child are up to date, and they understand the District's procedures. In the event of an emergency, we will call all of your student's emergency contacts.

## ***Be prepared with photo ID:***

In the event of an evacuation, the District will follow a standard reunification plan to ensure all students are reunited with their families. During a reunification, families or individuals listed as an authorized person to pick up your child should do the following:

- Bring a valid form of identification (ID).
- Follow signage and parking directions of reunification location.
- Complete the provided reunification form.
- Choose the check-in line that corresponds to your student's grade.
- Provide school personnel at the check-in table with a valid form of a photo ID and the completed reunification form.
- Wait patiently as a District staff member retrieves and escorts your student to you.

Please note that only approved adults with valid photo identification will be allowed to pick up students from an evacuation location.