

## Emergency Procedures for Parents

In the event of a crisis at school (a fire, a tornado, individual with a weapon, chemical leak), parents must be aware of the following:

- **DO NOT ATTEMPT TO RUSH TO THE SCHOOL** SINCE MULTIPLE VEHICLES MAY BLOCK THE ACCESS OF EMERGENCY VEHICLES AND PERSONNEL. **REMAIN AT THE PHONE NUMBERS YOU HAVE GIVEN FOR EMERGENCY CONTACT** SO YOU CAN BE CONTACTED IF NEEDED.
  
- CALL THE FOLLOWING EMERGENCY NUMBERS FOR INFORMATION:  
Gretna No. 2 Academy: 504- 366-3582  
  
Jefferson Parish School Board: 504-349-7600  
  
www.jpsschools.org
  
- IF THE TELEPHONES ARE JAMMED, LISTEN TO **WWL 870 AM RADIO** FOR EMERGENCY INFORMATION, INCLUDING A GATHERING LOCATION.
  
- THE ESTABLISHED GATHERING SITES FOR GRETNA NO. 2 ACADEMY ARE:

<b>1<sup>st</sup> Evacuation Site</b>	Gretna Green Park
<b>Contact Person</b>	City of Gretna (Parks & Recreation Dept.)
<b>Address</b>	Fried St. (Directly behind Gretna No. 2)
<b>Phone</b>	504-363-1597
<b>2nd Evacuation Site</b>	L. W. Ruppel Academy
<b>Contact Person</b>	Emily Miller
<b>Address</b>	815 Huey P. Long Avenue, Gretna, LA
<b>Phone</b>	504-361-8905

- **INFORMATION ON STUDENTS AND INSTRUCTIONS FOR RELEASE** OF STUDENTS WILL BE GIVEN AT THE ALTERNATIVE GATHERING SITES. LISTEN ATTENTIVELY THERE FOR INFORMATION.
  
- THE SITUATION MAY CALL FOR EVACUATION OF STUDENTS OR THE SHELTERING OF STUDENTS IN PLACE OR EVEN A LOCK-DOWN. **BE PREPARED TO WAIT UNTIL YOUR CHILD CAN SAFELY BE RELEASED.**
  
- STRICT RELEASE PROCEDURES WILL BE ENFORCED. **UPDATE THE NAMES AND NUMBERS OF PERSONS ON THE SCHOOL EMERGENCY CARD TO INCLUDE SOMEONE WHO COULD BE THERE AT ANY TIME DURING SCHOOL.**
  
- EVERY PERSON PICKING UP A CHILD IN AN EMERGENCY **MUST SHOW A PHOTO IDENTIFICATION OF ANY SORT AND SIGN A RELEASE FORM.**

# 10 Practical Things Parents Can Do to Assess School Security and Crisis Preparedness

By Kenneth S. Trump, M.P.A.

- 1. Ask your child about safety in his or her school.** Students often know where gaps in security exist and what can be done to improve school safety.
- 2. Identify comfort levels and methods for reporting safety concerns.** Do students have at least one adult they would feel comfortable in reporting safety concerns to at school
- 3. Examine access to your school.** Are there a reduced number of doors that can be accessed from the outside (while still allowing children to exit from the inside in an emergency)?
- 4. Find out if your school has policies and procedures on security and emergency preparedness.** Does your board and administration have written policies and procedures related to security, crisis preparedness planning, and overall school safety planning?
- 5. Determine if your school has a “living” school safety team, safety plan and ongoing process, as well as a school crisis team and school emergency/crisis preparedness guidelines.** Does your school have a school safety committee to develop an overall plan for prevention, intervention, and security issues? Are these plans balanced and not just prevention-only or security-only?
- 6. Inquire with school and public safety officials as to whether school officials use internal security specialists and outside public safety resources to develop safety plans and crisis guidelines.** Do school officials actively involve internal school security specialists, School Resource Officers, and other school safety specialists in developing safety plans and crisis guidelines?
- 7. Ask if school emergency/crisis guidelines are tested and exercised.** Do school officials test and exercise written crisis guidelines? What type of tests do they do?
- 8. Determine whether school employees, including support personnel, have received training on school security and crisis preparedness issues.** Have school employees received training on security and emergency strategies by local, state and/or national specialists?
- 9. Find out if school officials use outside resources and sources in their ongoing school safety assessments.**
- 10. Honestly evaluate whether you, as a parent, are doing your part in making schools safe.** Do you follow parking, visitor, and other safety procedures at your school? Do you support teachers and administrators with safety initiatives, including by asking the above questions in a supportive, non-blaming manner? Do you talk with your child about personal safety considerations, drug and violence prevention issues, and related topics early and regularly at home? Do you seek professional help for your child in a timely manner, if needed?