



Jefferson City Public Schools

SAFETY & CRISIS

DO & DON'T

JCPS is prepared to respond should an emergency or crisis arise while school is in session. Our first priority is to protect the students and staff from harm. Each school has a detailed plan. Staff members are assigned specific tasks in the event of fire, tornado, earthquake, hazardous materials, physical threats and more. Parents should have a basic understanding of our plans and procedures; however, some sensitive details may not be published.

Parent/Guardian Responsibilities in Emergency Preparation and Response

Parents and legal guardians of students are responsible for ensuring that current emergency contact information is provided to the school. **Students are ONLY allowed to be released to persons designated in writing at such time designated by school administration.**

In addition to school personnel, the parents and guardians are also responsible for informing their children about how to respond in case of an emergency, disaster, or event. Specifically, parents should instruct their children regarding the importance of complying with the direction of school personnel and emergency responders. (It is critical that students do not have directions from parents/guardians that are contrary to the district's stated policy or contrary to directions from school personnel on the scene of an incident. Compliance and cooperation are essential.)

Don't:

Don't assume the worst. School lockdowns can be sounded for many reasons, such as precautionary measures while rumors are being checked out, or for the duration of a police action in the neighborhood totally unrelated to the school operations.

Don't drive to the school unless you're directed to do so. Anyone arriving on campus during a crisis should expect traffic patterns and parking to be different. Phone lines need to be cleared in order to deal with the situation.

Don't call/text your child. Exchanging incomplete, incorrect information or intentionally restricted and sensitive information can make a situation worse.

Don't wait until there is a crisis to get involved. PTA/PTOs and Booster Clubs are great ways to get plugged-in early and stay in the loop all year at your child's school.

Do:

Do keep your contact information updated. In the event of a serious incident, the school and district will make every effort to openly communicate the releasable information to all parents by multiple means (phone, e-mail, text, news media, etc.).

Do keep your child's medical, medication and allergy information updated.

Do familiarize yourself with school emergency procedures and required drills. JCPS safety procedures are updated annually. Each school is assessed annually and also updates site-specific information each year.

Do tune to news media for emergency instructions. Do check the JCPS and school webpages for updates.

Do sign-up for "School Messenger" automated e-mails and/or texts by texting "Y" to 67587. Follow us on Twitter and/or like us on Face book.

Do follow emergency instructions carefully. Lockdowns and evacuations may require changes and delays in student check-out and pick-up procedures.

Do expect to provide proper identification if picking up your child. Students may or may not be available for immediate pick-up. Times and locations of parent pick-up may change.

Do remain calm and patient. Caring for any injured and protecting students and staff will be the district's first priority; then contacting parents/guardians of any hurt individuals. Therefore, some mass communications may be delayed.