

Good Planning will facilitate a rapid, coordinated, and effective response if a crisis occurs.

The Riverview School District's priority is the safety of your child(ren). This information pamphlet has been prepared to provide you with important instructions should there be an emergency at your child(ren)'s school. Please read this information carefully.

Student Emergency Forms

Verify that the information on your child's Student Emergency Form is correct. Be sure to specify the names of parents, guardians, and other adults who are authorized by you to pick up your child from school.

If your child has any medical conditions or requires medications, please list these on the Student Emergency Form and/or talk to the school nurse. This information may be very important during an emergency.

Remember To Keep All Emergency Form Information Up To Date!

Communication

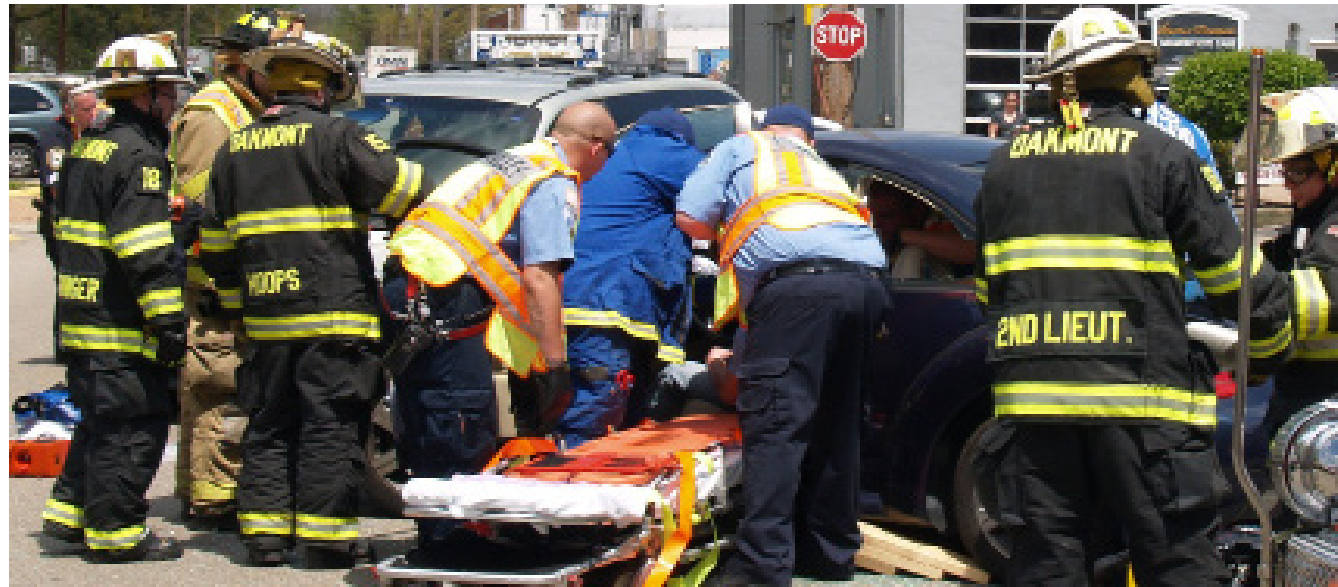
Verify that your child(ren)'s school has your correct home, work, and mobile telephone number. High school students should also provide their mobile phone number.

Information will be provided by the following means, as appropriate to the situation.

- Emergency Messaging System
- District website www.rsd.k12.pa.us
- Local media - television, radio, newspaper
- Letters home



School Emergency Guide FOR PARENTS



Additional Information

For additional information on the Riverview School District's Emergency Plan, please visit our website at www.rsd.k12.pa.us, select **DEPARTMENTS** (top bar), then School Safety.

The website provides information for parents, students and others. It includes links to helpful information to improve the safety and security of your child(ren).

Riverview School District
701 Tenth Street, Oakmont, PA 15139
412-828-1800 www.rsd.k12.pa.us

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The purpose of this guide is to provide basic information for parents and explain how their cooperation and assistance will aid their children and the District in the event of a crisis.

Riverview School District **School Emergency Card for Parents**

Information to carry with you at all times!

During an emergency, information will be provided in the following ways:

- Visit the website at www.rsd.k12.pa.us and click on Emergency Information.
- Wait for a call from the school via the Emergency Messaging System. You will receive instructions on what to do during the emergency.
- Tune into local TV and radio stations for news alerts.
- The school may call the emergency phone numbers provided on the Emergency Contact Form.

3 Simple Steps

to Prepare for a School Emergency

Emergency Actions

During a School Emergency

Student Reunification

Procedures Following a School Emergency

1 Communication is vital in any type of emergency. Make sure that your child(ren)'s Emergency Form is accurately completed and returned to the school. Please update information as needed. This includes any change to your work telephone number.

Individuals listed on the Emergency Form should:

- Be Responsible
- Know they are being listed on the Emergency Form and be willing to accept responsibility for your child
- Be easily contacted during the school day.
- Have transportation to pick up your child(ren) from school.
- Be known by your child(ren).

2 An **Emergency Card For Parents** is located on the right-hand panel of this brochure. Cut the card out and carry it in your wallet or purse. These Emergency Cards have important instructions about how to access information in the event of a school emergency.

3 **Talk with your child(ren)** about listening and following directions during an emergency. Also discuss the emergency training that is provided at school; give your support by stressing its importance. Encourage cooperation with school staff members, both in practice drills and in the event of an actual emergency.

There are several actions that the District may take during an emergency:

Evacuations are held when students and staff must leave the school building for safety reasons. They will move to an area outside of the school or to an off-site location. The evacuation of students from the school campus will be considered only when authorities have determined that occupation of the school campus is unsafe.

Lockdowns occur if there is a crisis inside or outside the school and movement of the students will put them in jeopardy. All exterior doors are locked and students and staff stay inside the building or classrooms. No entry or exit of the school is allowed.

Shelter-in-place is used when there is not time to evacuate or when it may be harmful to leave the building. Students will stay in the school building until it is safe for them to leave.

Student Dismissal/School Reunification Procedures

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. School officials will make every effort to notify parents about the student relocation and/or reunification sites and will provide instructions for picking up children. Students will only be sent home with adults listed on the students' Emergency Forms. The adult must show photo identification when picking up the student(s).

- If there is an emergency at one of the Riverview Schools, wait for the official instructions through the Emergency Messaging System. The telephone message will inform you about what has happened and what you should do (if anything). This information will also be posted on the website www.rsd.k12.pa.us.
- Do not call the school since staff will be busy managing the incident.
- Do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.
- Students will be kept in school or at another location until the end of the school day, if possible. If you are asked to pick up your child(ren), all necessary information about the reunification site will be announced by school officials via the Emergency Messaging System and the district website.
- When you go to the reunification site, bring photo identification (driver's license, PA identification card, passport, etc.) and check in with school officials.
- Students will only be released to parents or guardians who have presented acceptable identification and who are named on the student's Emergency Form.

Riverview School District
School Emergency Card for Parents
Information to carry with you at all times!

Community Involvement
See Something Say Something

<http://www.rsd.k12.pa.us/Seesomethingsaysomething.aspx>

Report Bullying Here

JSHS - <http://www.rsd.k12.pa.us/BullyingSurvey.aspx>

10th - <http://www.rsd.k12.pa.us/bULLYINGsURVEY1.aspx>

Verner - <http://www.rsd.k12.pa.us/bullyingsurvey7728.aspx>

In case of an emergency dial 911