

## How Can Parents Prevent an Emergency Situation?

- ◇ Please regularly talk to your child about good citizenship.
- ◇ Please talk to your child about school safety.
- ◇ Please visit your child's school and become a volunteer in parent organizations at all grade levels. *Please note all visitors, including parents, must sign in to the main office and present a state issued picture ID to obtain a visitor's pass.*
- ◇ Alert teachers or the principal to any concerns you may have.
- ◇ Encourage your child to come forward and communicate with you or another adult if they know of a potentially dangerous situation. If they see something to say something.
- ◇ Monitor your child's electronic communications.
- ◇ Teach your child their basic personal and family information - Name, Address, Phone Numbers, Parents' Names.
- ◇ Discuss your family emergency plan with your child.



### FAMILY COMMUNICATION PLANNING:

- Identify a friend or close relative who lives out of our community for household members to notify that they are safe.
- Be sure every family member has current home, work, and cell numbers written on a contact card in their wallet or backpack. These numbers should also be stored in their cell phones.
- Subscribe to alert services from your child's school, local weather, and community services.

### Our Building Codes

**Lockdown:** *A threat or potential threat to staff and students. Most often, due to police activity unrelated to the school but in the vicinity outside the building.*

**Evacuation:** *Is used when there is an immediate danger in the building (fire, gas odor, structural damage).*

**Shelter-in Place:** *In the event of the potential exposure to a danger outside of the building (industrial accident, chemical spill, weather emergency)*

**Stay-in-Place:** *Used in the event of a non-threatening emergency in the building. This procedure is announced most often during medical emergencies when administrators need to temporarily limit the movement in the building. Doors are closed and classroom instruction continues.*

### **HAVERHILL PUBLIC SCHOOLS**

4 Summer Street  
Room 104  
Haverhill, MA 01830

Phone: 978-374-3400  
Fax: 978-374-3422



**HAVERHILL PUBLIC  
SCHOOLS**

## Crisis and Emergency Preparedness for Parents/Guardians

**4 Summer Street**

**Room 104**

**Haverhill, MA 01830**

**Phone: 978-374-3400**

**Fax: 978-374-3422**

# A Message from the Superintendent



Dr. Margaret Marotta  
Superintendent

Creating a safe and supportive environment for our students and staff is paramount and the top priority of the Haverhill Public Schools. This is not something we can do alone. It is a community function and I thank our Haverhill Police

and Fire departments along with our community leaders for their collaboration and commitment to our students and staff.

The district continues the practice of utilizing the ALICE (alert, lockdown, inform, counter, evacuate) platform for training in all buildings. ALICE training equips staff and students with options about how to best ensure their own safety during an aggressive intruder event.

Nationwide, incidents have been averted because people have been alert and in tune to their surroundings. I ask that you speak with your child often and remind them if they see something or hear something to immediately say something to an adult.

Finally, each school has a Building Crisis Response Team who meet regularly and will complete practice exercises and scenarios to be better prepared for any emergency situations.

If you have any questions, please do not hesitate to contact your child's Teacher or Principal.

## In the event of a crisis, what should parents and guardians do?

- ◇ **Please Do Not Come to the School**  
Our focus during an emergency will be the safety, security, and well-being of our students and staff. Creating congestion on the roads surrounding the school may interfere with the emergency response teams. In many cases, parents will not be given access into the building, and by approaching the school, you may be putting yourself in harm's way.
- ◇ **Telephone**  
We will notify you immediately when an event occurs. **We respectfully request that you do not contact the school or your child during the crisis.** We know this is difficult, but it is essential that telephone lines remain open for ongoing emergency communication.
- ◇ **Methods of Notification**
  - A. School Message System: ParentSquare  
**Please be sure your telephone numbers and e-mail address in our database are current.**
  - B. Website - [www.haverhill-ps.org](http://www.haverhill-ps.org)
- ◇ **Reunification Site**  
It is critical that you are patient, follow all the instructions, and only come when instructed by school or emergency officials. In the event of a school evacuation, students and staff will be safely transported to an alternate location. You may be asked to meet at your child's school or at another nearby facility. **You will be required to present proper identification prior to the release of students.** Please be aware that students will only be released to people whose names are noted on their emergency card.

## When Crisis Occurs: A Quick Reference Guide for Parents/Guardians

A crisis or event could occur at any time in any community, including our own. Children of all ages may be confused or scared by information they hear from a variety of sources. It is important that together we work towards helping your child cope during this difficult time.

- ◇ Encourage your child to speak with you about his or her thoughts, feelings, or concerns. This conversation may not happen the day of the event. They may need time to process. Support them and watch for clues that they are ready to have a conversation.
- ◇ Be honest with your child about what has occurred. Always use age-appropriate language for better understanding.
- ◇ Limit the amount of exposure your child has to media reports.
- ◇ Watch for warning signs that your child may be struggling with the situation. Changes in sleeping habits, nightmares, withdrawal, or acting out could mean your child may need additional help.
- ◇ Maintain a normal routine and schedule as much as possible.
- ◇ Hug and reassure your child that they are safe and are loved.

### HELPFUL LINKS:

Haverhill Public Schools  
[www.haverhill-ps.org](http://www.haverhill-ps.org)

National Association of School Psychologists  
[www.nasponline.org](http://www.nasponline.org)

American Red Cross  
[www.redcross.org](http://www.redcross.org)

The American Academy of Pediatrics  
[www.healthychildren.org](http://www.healthychildren.org)