

Pittsfield Public Schools

Emergency Response

Guidelines

August, 2014

To keep you updated and informed, Pittsfield Public Schools would like to make you aware that, should an emergency or disaster situation ever arise in our area while school is in session, the Pittsfield Public Schools have made preparations to respond effectively. The safety of your children, our staff, and our schools will always be our highest priority. All of the plans we have made address, in a prudent manner, how to respond to various situations and provide direction and guidelines to schools about how to implement instructions they receive during an emergency from not only the school system but also appropriate local, state and federal agencies.

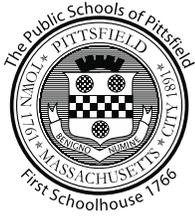
In the event of an emergency situation at your school, in Pittsfield, and/or one of the areas adjacent to it, local and state agencies will provide direction and consultation to the school system. During any emergency, your school Incident Commander will direct the school building in the implementation of one of the following procedures:

- **Lockdown:** This response secures all students and adults in the school building and requires the locking of all doors and windows.
- **Shelter-in-Place:** This response secures all students and adults in the school building and requires the locking of all doors and window also, but students and staff can move in and out of rooms as necessary (use restroom, visit nurse, get supplies...). In this type of response, students and staff may be moved to a central location in the building for a weather emergency.
- **Evacuation:** The Pittsfield Public Schools has a detailed evacuation plan for every school in the event that it is necessary to move children from the school building. Students will be relocated to a safe and secure location. In the event that students need to be relocated off school property, each school site has an off site relocation, parents will be notified of each school's reunification site. The reunification site is the only location that parents will be able to pick up their children.

Please keep in mind that no student is released to any individual who is not specifically listed on the student's emergency form, including an older sibling. All adults must show photo I.D. when picking up a student. Please remember to update your school if there are changes in your emergency contact information.

Your cooperation is necessary in any emergency.

- Give the most accurate, up-to-date health and emergency information to your children's school office immediately.
- Do not telephone the school. Telephone lines may be needed for emergency communication.
- Do not go to your children's school. Emergency Services vehicles and personnel may need access to the school's campus. You will be notified where and when to pick up your children, as soon as possible.
- Turn to local radio and television stations (PCTV Channels) and/or the Pittsfield Public Schools website (www.pittsfield.net). Or any other local television or radio station. When we are able we will issue a ConnectEd call to keep you informed, as well.



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- Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Parents should become familiar with the Pittsfield Public Schools Emergency Management Plan. Please be patient and understanding with the student release process. Discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

If you would like further information on Pittsfield Public Schools Emergency Management Plan, "**Family Emergency Response Booklet's**" are available to you. To obtain a copy you can go to www.pittsfield.net or you can contact your child's school.

Once again, we want to assure you that in cooperation with local agencies, we are doing everything possible to ensure the safety of students, staff and community. Certainly in times like these, we must all work together and depend upon one another in order to keep everyone out of harm's way. We thank you for all you do in support of the Pittsfield Public Schools and this community.

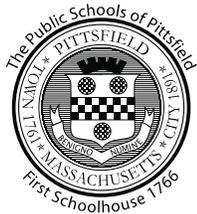
Pittsfield Public Schools admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation or disability. If you need assistance translating this document into a language other than English, please contact the district's Coordinator for English Language Learners at 413-499-6304.

Si usted necesita ayuda que traduce este documento en un idioma de otra manera que inglés, contacta por favor al ELL Coordinador del distrito en 413-499-6304.

Si vous avez besoin de l'assistance traduisant ce document dans une langue autrement que l'anglais, s'il vous plaît contacter le ELL Coordinateur à 413-499-6304.

Se necessita auxílio traduzindo este documento numa linguagem outro que inglês, por favor contata o ELL Coordenador em 413-499-6304.

Если Вы нуждаетесь в помощи, переводящей этот документ на язык кроме английского языка, пожалуйста свяжитесь с ELL Координатором в 413-499-6304.



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如果你需要除了英語把這份文件譯成一種語言的協助，請以 413-499-6304 為英語的學習者連絡地區的協調人