

## Concerned Parents

As parents of our young children you need to make sure that the schools your children attend are prepared for the worst. Whether that is a winter snowstorm that closes the schools, a fire, or a chemical leak.

Certain steps need to be taken. **EVERY SCHOOL HAS A PLAN!** You need to make sure that you are aware of that plan and how you will be contacted should the worst happen. Teachers and Administrators always have your children as the number 1 priority. Their safety and security is always of the utmost concern.

Parents also need to make sure that their contact information is as up to date and current as possible. As a parent, having a wrong number will definitely make your day, and the teacher's day, much more stressful.



### **Steps to Take to “Bee Prepared”:**

- As parents, you need to know that your school is prepared.
- Ask an administrator if you can review their emergency plans.
- Ask where your children will be evacuated to should they need to be.
- Ask how they will tell you where to pick up your child.
- Ask the teachers what their role is in an emergency.

The more you know about what will happen in an emergency the less you will panic and the more you will know that your child's school is prepared.

Putting trust in the staff is key in a emergency. You need to understand that the teachers are at all times accountable for the safety of those students. Please allow them to complete the protocols and be informed that it is ok to take your child. Never take your child without informing a teacher. This could create a dangerous situation and Responders would have to search the building possibly putting there lives in danger.

## Concerned Administrators

For any individuals writing an emergency plan, several basic principles apply. This can be used for any type of plan whether for a school or a business.

- You need to identify who will be participating and to what extent. Be sure to include custodial staff and receptionists if possible. Include people who may have training in Response.
- The Principal or Director of Operations should also be included in any planning. In an emergency, that person would be in charge of executing the emergency plan.
- Be sure to have trained personnel available to replace you in your absence.

- Always ensure you have a location to seek refuge should an evacuation be required. Be sure to have an alternate as well just in case. Make contact with the Building manager of your evacuation location prior to any emergency.
- Develop an accountability system for employees as well as any guests.
- Have a security procedure in place to deter or prevent individuals from entering the building unsupervised.

Once you have several administrative tasks out of the way, you may begin planning for several specific emergencies. Take a look around your property to find out what types of emergencies can occur in your facilities. Look at environmental emergencies (i.e. snow storms), man-made emergencies (i.e. train derailment), or terrorist acts (i.e. Bomb Threat). Make plans for Shelter in place, Lock down procedures, and evacuation procedures.

If you would like help to create an emergency plan please do not hesitate to contact the Emergency Planning department of the Mohawk Council of Kahnawake.