

MEMO to: Parents of St. Michael Catholic School

FROM the Principal: Mrs. Carolanne McAfee, M.Ed.

RE: Procedures for Parents in the Event of a School Evacuation and Relocation of Students to an Off-campus, Information Center

DATE: August 2019

Per St. Michael Catholic School *Crisis Management Plan*, in accordance with the Diocese of Victoria Office of Catholic Schools and the Texas Catholic Conference Bishops Education Department, and under guidance and training from Texas Education Agency Region 3 Education Service Center utilizing training resources from Texas State Safe Schools and the I Love U Guys Foundation©, the following procedures will be implemented in the event of an emergency evacuation of students to an off-campus information center.

Administration, faculty, and staff will perform, with due diligence, the act of securing students by relocating them to the following off-campus information centers: (1) Weimar Veterans Hall located on the corner of West North Street and Park Drive (503 Park Drive) and/or (2) Hill Bank Parking Lot located on Main Street across from Hill Bank & Trust (201 E. Main St.), at which point students will remain until any threat or emergency has been cleared by police authorities, and/or administration receives permission to return students to campus, or school is officially closed and parents/guardians must pick up students from the off-campus location.

Administration or administrative designee will utilize the FACTS (RenWeb) Parent Alert System to alert parents of the emergency and additional instructions. For example: *Students relocated to Veterans Hall until clearance due to bomb threat called in to the school. Parents may report to the Veterans Hall for more information.* (Should this system of communication be unavailable, Administration or the administrative designee will contact the City of Weimar and/or local police to assist with distributing an emergency call to citizens of Weimar (*needing final approval*.) Additionally, parents may tune in to local radio and TV for further instructions. Once personnel are in place at the information center, we will make every effort to provide basic information and any updates thru FACTS Parent Alert/Email and on our webpage and social media site.

Parents desiring to pick up a student must be prepared to provide ID and be prepared to wait patiently in line to complete dismissal forms as required per the Diocese of Victoria and TCCBED. Depending on the nature of the emergency this may take time to organize, up to five hours, for safety reasons. The process may appear chaotic, but SMCS faculty, staff, and students have been training for such eventualities. Doing your best to remain calm while we implement the crisis procedures is of utmost importance.

In short, please adhere to the following:

- Do NOT come to the school because you may impede emergency responders
- Do NOT call the school because you will tie up phone lines

- Turn on your local radio and TV for further instructions or information
- Keep your mobile devices with you to receive messages from school.
- Be sure that the school has the correct mobile device number listed for the FACTS Parent Alert System.
- Be sure to register with the City of Weimar Emergency Call Registry.
- Inform the school immediately when contact information changes (Names, addresses, phone numbers, etc.
- Should you be asked to report to an information center for your child, be prepared to wait patiently and remain calm until authorities and/or diocesan or SMCS personnel can assist you. You may offer your assistance, but please respect the decision of those who may deny your offer. This is due to safety and emergency training.

Please note that in the event of an intruder/active shooter on campus, authorities will arrive on campus to remove the threat. They are NOT there to provide first aid or medical treatment. SMCS Faculty and Staff have the required number of trained personnel and additional trained personnel who will provide emergency procedures to include contacting 911, providing basic first aid, and performing life-saving measures until help can arrive.

Official statement to the media will come thru the Diocese of Victoria Communications Department.

Verbal Commands/Codes for Emergency Drills

You may assist your child and take part in helping us be prepared by reviewing the following training commands/codes with him/her:

Lockout (All faculty, staff, and students are required to stay/go indoors. Business as usual inside.)

Lockdown (All faculty, staff, and students will lockdown in designated classrooms/areas.)

Evacuate (All faculty, staff, and students will relocate to one or both information centers.)

Shelter (All faculty, staff, and students will take shelter in preparation for potential weather event.)

Hold/Halt (All faculty, staff, and students will stop where they are and await further instructions.)

Fire: Three Bell tones signals a fire/drill. Two bell tones signal return to business as usual. One bell tone, hold/halt.

Contact the school office or Mrs. McAfee if you have any questions or concerns, 979-725-8461.