

The Allegheny Valley School District's priority is the safety of your child. This information pamphlet has been prepared to provide you with important instructions should there be an emergency at your child's school. Please read the 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 with the school nurse. This information may be very important during an emergency.

***Remember to keep all Emergency Information up to date!!***

### School Emergency Cards For Parents

#### Important information you should have during a school emergency.

Good planning will facilitate a rapid, coordinated, and effective response when a crisis occurs.

#### Allegheny Valley School District School Emergency Card for Parents

##### Information to carry with you at all times!

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

- Visit our web site: [www.avsdweb.org](http://www.avsdweb.org) and click on Emergency Information.
- Wait for a call from the School via the Blackboard Connect System. You will receive instructions on what to do during the emergency.
- Tune in to local TV and radio stations for news alerts.
- Call Allegheny Valley's hotline phone number at 724-274-2121.
- The school may call the emergency phone numbers provided on the Emergency Contact Form.

### Communication

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

Information will be provided by the following means:

- Blackboard Connect Messaging System
- Allegheny Valley School District web site - [www.avsdweb.org](http://www.avsdweb.org)
- Local media - television, radio, newspaper
- Information Line
- DYNAmail system
- Letters home
- Facebook
- Phone chains

## School Emergency Guide For Parents



### Additional Information

For additional information on the Allegheny Valley School District's Emergency Management Plan, please go to [www.avsdweb.org](http://www.avsdweb.org) and click on the tab District Services, Emergency Management.

The web site provides information for parents, students, and others. It includes links to helpful information to improve the safety and security of your child.

Allegheny Valley School District  
300 Pearl Avenue, Cheswick, PA 15024  
724-274-5300  
[www.avsdweb.org](http://www.avsdweb.org)

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

**Allegheny Valley School District**

## 3 Simple Steps To Prepare For A School Emergency

**1** Communication is vital in any type of emergency. Make sure that your child's **Emergency Information** is current, accurate, and on file with the school. Please update information as needed. For example, a change in your work telephone number.

### *Individuals listed on the Emergency Form should:*

- Be responsible.
- Know they are being listed on the Emergency Form and are willing to accept the responsibility of caring for the student.
- 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 during 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.

## Emergency Actions

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).



## Student Reunification Procedures Following a School Emergency

- If there is an emergency at one of the Allegheny Valley School District schools, wait for official instructions through the Blackboard Connect 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 District's web site - [www.avsdweb.org](http://www.avsdweb.org) - and on its Information Line - 724-274-2121.
- Do not call the school. 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, all necessary information about the reunification site will be announced by school officials via the Blackboard Connect system and the web site.
- When you go to the reunification site, bring photo identification (driver's license, passport, etc.) and check in with school officials.
- Students will be released to parents or guardians who have presented acceptable identification and who are named on the student Emergency Form.

### **Allegheny Valley School District Emergency Card for Parents**

**Information to carry with you at all times!**

[www.avsdweb.org](http://www.avsdweb.org)

724-274-2121