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| **Our Emergency Plan**  The Malden Public School District Emergency Operations Plan is a comprehensive guide developed to protect the lives of students and staff. The district has measures in place to ensure our students' safety before, during, and after a crisis situation. We view a crisis as an incident that directly or indirectly affects a few or all of our students and staff. A crisis can occur before, during or after regular hours. Our plan is designed to be effective in a number of situations. | |
| |  | | --- | | **Tips/Reminders for Parents** |  |  | | --- | | 1. Please make sure your contact information (home and cell phone numbers) are up-to-date in our Student Information System. You can change that information through your school administrative assistant. During an emergency, we will call the first number you have provided us. You may want to have that number be your cell phone.  2. Please make sure the emergency contacts on file for your student are up-to-date and we would suggest that those emergency contacts be local so that they can respond and pick up your student if necessary. Older siblings that drive may be listed as emergency contacts.  3. We will use Connect Ed, the district's automated calling system, the district website, and the media to communicate with parents during a crisis.  4. In some cases, we may need to evacuate the school. Evacuation/ Reunification sites have been established, we will send a letter home each September to let you know the two or three locations each school has identified. We will inform you the time and place to pick up your child through the district communication channels. It may be possible to use the school as a Reunification site, so please pay attention to our messages.  5. During the reunification at the evacuation site, parents/guardians will be asked to follow specific instructions and procedures. Only parents/guardians or those listed as emergency contacts will be allowed to pick up a student. All parents/guardians and emergency contacts will be required to provide identification in order to pick up a student.  6. In an emergency, we ask that parents/guardians do not come to or call the school. It is important to keep the streets, parking area, and phone lines open for emergency responders and communication. We will provide information to parents/guardians through the district communication channels (see #3 above).  7. During a lockdown at school, no one will be permitted to enter or leave the building with the exception of district personnel, law enforcement, and other first responders. Once it has been determined that the threat has passed (all-clear), the school will resume normal procedures. This also applies to weather-related situations. |   The district has established the following in preparation for an emergency:   |  |  | | --- | --- | | •A District Emergency Plan & Safety Team | •Individual Building Plans & Safety Team | | •Partnerships with local law enforcement, fire department, hospitals, and other agencies who will respond to emergencies within our schools | •District Crisis Recovery Team | | •Access to NEMLEC STARS |  | | |
| District and building-level administrators will determine the response in a crisis based on the guidelines in place.  Student and staff safety is the top priority in any situation. The next priority is communication to parents/guardians. Communication will be made through the following channels:   |  |  | | --- | --- | | •District Website | •Connect Ed Automated Calling System | | •Media |  | |  |
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| Prevent  Additional proactive safety measures include:   |  |  | | --- | --- | | •Security cameras in and around all facilities | •Safety drills which are practiced regularly | | •School Resource Officers at MHS & other Malden K-8 schools | •Education of students and staff regarding safety | | •Staff make a conscious effort to make sure every student has at least one adult they can talk to and share information | • Staff and students report any writings, drawings, posts, conversations that are alarming and potentially threatening | | •Keyless entry for staff | •Sign in & out procedures for visitors and escorted to and from meeting location |   •Send a confidential tip to the Malden Police on any possible threat to a students/staff member that a student may know about before it happens. Send a text to MALDEN and your tip to 847411 (tip411).  Respond  We ask parents/guardians to help us during a crisis, by following these guidelines:  1. Do not call the school. It is important for phone lines to remain open for emergency communication. Use the district communication channels listed above, stay informed.  2. Do not come to the school. It is important to keep the streets and parking area open for emergency responders.  3. Remain calm and follow the instructions of staff and emergency personnel.  It is our goal to help students and staff return to a normal school routine as quickly as possible.  Following a crisis, the district will:   |  |  | | --- | --- | | •Provide on-site counseling as needed | •Continue communication to parents/guardians regarding follow-up developments | | •Conduct debriefings with staff and responders to evaluate a post crisis response |  | |  |
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