

Spartanburg County School Emergency Information for Parents

This school emergency information guide is provided to parents in a cooperative effort between Spartanburg County school districts and the Sheriff's Office to communicate the usual procedures to be followed in an emergency. Spartanburg school districts and emergency responders have a plan in place that is designed for quick response and the safety of all involved.

- A. In the event of a school emergency where *no student release* is necessary, the principal will communicate an explanation of the crisis to the parents via letter or telephone notification system.
- B. If a *Mass Student Release* from school is required, please do not call the school, as it may flood the phone system and interfere with outgoing emergency calls. Television and radio stations will be notified of the release. Law enforcement will be on site to provide perimeter control, manage traffic, and oversee the release area. Please be patient and cooperative with the officials handling the release. If your child is in the counseling area, you will be escorted inside to meet with the counselors and your child. A principal communication will be sent home after the crisis to keep parents informed.
- C. If a *Mass Student Evacuation* is needed to remove students from the school crisis scene, parents will be notified via media outlets and via phone as possible, and students will be allowed to make calls. Law enforcement will handle traffic flow in and out of the student release area. Please cooperate and be considerate of others.

Note:

- Parents of injured students will be notified immediately and directed where to respond (release site, hospital).
 - Parents of students who routinely ride the bus can expect their children to be transported home by bus if they are not picked up at the release site.
- D. **Parents, please do your part before and during an emergency to assist in resolving it as quickly and safely as possible for all:**

What can parents do now?

- **Reassure your child** that the school has a plan for crisis management and for reuniting students and parents after an emergency.
- Encourage your child to follow and **take seriously the school's emergency policies and drills** and to **stay as calm as possible**.

What should parents do when an emergency occurs?

- **Listen to local media outlets** for information; please **do not call** the school and jam the phone system.
- Please **do not call** your child's cell phone in an emergency, as students will need to focus on the instruction of their teachers, and some critical situations call for complete quiet.
- Be **patient** in parent holding areas and release sites; school officials and responding agencies **need to focus on student safety** and the situation, not on parent crises that may slow or complicate the reunification process.

Your child's safety is our main concern.