

## EMERGENCY PREPAREDNESS RESOURCES

FEMA for Kids  
[www.fema.gov/kids/](http://www.fema.gov/kids/)

Emergency Management Institute  
(Independent Course Studies)  
<http://www.fema.gov>

Pennsylvania Emergency Management  
Agency (PEMA)  
[www.pema.state.pa.us](http://www.pema.state.pa.us)

Ready or Not?  
[www.readyregion.org](http://www.readyregion.org)

Public Health Emergencies  
[http://www.phila.gov/health/Disease  
Control/Bio\\_EmergencyFacts.html](http://www.phila.gov/health/DiseaseControl/Bio_EmergencyFacts.html)

Citizens Corps  
[www.citizencorps.gov](http://www.citizencorps.gov)

American Red Cross  
[www.redcross.org](http://www.redcross.org)

### Contact Information

215-400-4710  
215-400-4711 (fax)

[Safetynet@philasd.org](mailto:Safetynet@philasd.org)

**Chief Inspector, Myron Patterson**  
Chief of School Safety

**Brendan Lee**  
Executive Director,  
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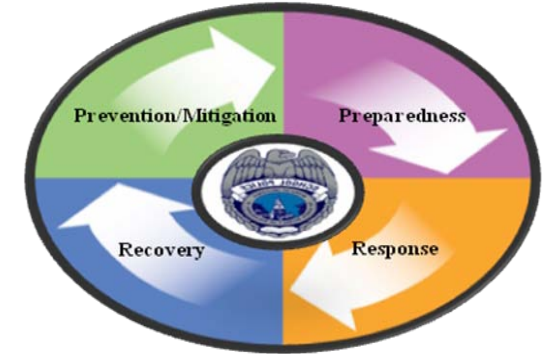


Translated versions of this document are  
available at: [www.philasd.org/translation](http://www.philasd.org/translation)  
(search word "safe")

**The School District of Philadelphia**  
The Office of School Safety

Readiness & Emergency Management

**215-400-SAFE**



## SAFE EXPECTATIONS

Parent Tips for  
Emergency  
Preparedness &  
School Safety

# SAFE EXPECTATIONS

## BEFORE

### Parent Connection

The safest place for your child during a major incident is at their school. Please update your:

- ✓ Emergency Contact Person
- ✓ Local and Distant Emergency Contact Numbers

### Safety Planning

Every school has an individualized School Safety Plan in place to ensure **ALL** students are safe. Check for your school's:

- Emergency Rally Point
- Evacuation Relocation Site
- Universal Emergency Response Procedures

### Visitor Management

**ALL** visitors are required to sign-in at the visitor's desk and get a visitor's pass. Please be ready with:

- State Issued Identification
- Student's Name and
- Purpose of Visit

**PLEASE REMEMBER TO  
SIGN-OUT  
WHEN YOU LEAVE THE  
SCHOOL**

## DURING

**FOR THE SAFETY OF ALL STUDENTS,  
DURING A SCHOOL-WIDE INCIDENT  
PARENTS ARE:**

- Encouraged **NOT** to initially report to the school
- Asked to cooperate with school officials and emergency personnel

### Universal Emergency Response Procedures

**Duck, Cover and Hold:** Students are moved to interior walls, drop to the ground/floor, cover their eyes by leaning their face in their arms, and remain in that position until further instructions are given.

**Evacuation:** Students take the closest and safest way out as posted. This is used when conditions outside the school are safer than conditions inside.

**Reverse Evacuation:** Students are moved as quickly as possible back into the school building. This is used when conditions inside the school are safer than conditions outside.

**Lockdown** - All school entry points are locked. Students are cleared from the halls immediately and report to the nearest available classroom. No entry or exit of the school is allowed.

**Shelter-in-Place:** Students are cleared from the halls immediately and report to the nearest available classroom or designated location.

## AFTER

### Parent/Guardian/Child Reunification

In the event that a school incident requires the emergency release of students, every possible effort will be made to contact parents and/or guardians.

When authorized by School District or Public Safety Officials, the school's staff will initiate the **orderly** release of students to parents and/or guardians.

In order for students to be released to parents or emergency contact person, they must:

- Be listed on the Emergency Contact Card (EH-4/Blue Card) **and**
- Present valid state issued photo identification to school staff