

## How Can Parents Prevent an Emergency Situation?

- ◇ Please regularly talk to your child about good citizenship.
- ◇ Please talk to your child about school safety.
- ◇ Please visit your child's school and become a volunteer in parent organizations at all grade levels.
- ◇ Alert teachers or the principal to any concerns you may have.
- ◇ Encourage your child to come forward and communicate with you or another adult if they know of a potentially dangerous situation.
- ◇ Monitor your child's electronic communications.
- ◇ Teach your child their basic personal and family information - Name, Address, Phone Numbers, Parents' Names.
- ◇ Discuss your family emergency plan with your child.



### FAMILY COMMUNICATION PLANNING:

- Identify a friend or close relative who lives out of our community for household members to notify that they are safe.
- Be sure every family member has current home, work, and cell numbers written on a contact card in their wallet or backpack. These numbers should also be stored in their cell phones.
- Subscribe to alert services from your child's school, local weather, and community services.

### HELPFUL LINKS:

*Haverhill Public Schools*  
[www.haverhill-ps.org](http://www.haverhill-ps.org)

*National Association of School Psychologists*  
[www.nasponline.org](http://www.nasponline.org)

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

*The American Academy of Pediatrics*  
[www.healthychildren.org](http://www.healthychildren.org)

### **HAVERHILL PUBLIC SCHOOLS**

4 Summer Street  
Room 104  
Haverhill, MA 01830

Phone: 978-374-3400  
Fax: 978-374-3422  
[www.haverhill-ps.org](http://www.haverhill-ps.org)



**HAVERHILL PUBLIC  
SCHOOLS**

*In cooperation with  
Sacred Hearts School*

**Crisis and Emergency  
Preparedness for  
Parents/Guardians**

**4 Summer Street**

**Room 104**

**Haverhill, MA 01830**

**Phone: 978-374-3400**

**Fax: 978-374-3422**

# A Message from the Superintendent



James F. Scully  
Superintendent  
of Schools

Dear Parents/Guardians:

The safety and well-being of our students, faculty, support staff, volunteers and community have always been our top priority in the Haverhill Public Schools.

Each school in our district has a Building Crisis Response Team (BCRT) comprised of administrators, teachers and support staff. These teams meet regularly and complete practice exercises to be better prepared for an emergency situation.

Working together, the administrators, faculty, support staff, volunteers, law enforcement, fire, and community leaders have strengthened the efforts of our district preparedness to enhance the safety of our students. Please take comfort in knowing that we have dedicated many hours to prepare for these emergencies.

If you have any questions, please do not hesitate to contact your child's Teacher or Principal.

Sincerely,



## In the event of a crisis, what should parents/guardians do?

### ◇ **Please Do Not Come to the School**

Our focus during an emergency will be the safety, security, and well-being of our students and staff. Creating congestion on the roads surrounding the school may interfere with the emergency response teams. In many cases, parents will not be given access into the building, and by approaching the school, you may be putting yourself in harm's way.

### ◇ **Telephone**

We will notify you immediately when an event occurs. **We respectfully request that you do not contact the school or your child during the crisis.** We know this is difficult, but it is essential that telephone lines remain open for ongoing emergency communication.

### ◇ **Methods of Notification**

#### A. School Messenger

Please be sure your telephone numbers and email address on file are current.

#### B. Web Site - [www.haverhill-ps.org](http://www.haverhill-ps.org)

#### C. Education Channel - Comcast 99

### ◇ **Reunification Site**

It is critical that you are patient, follow all the instructions, and only come when instructed by school or emergency officials. In the event of a school evacuation, students and staff will be safely transported to an alternate location. You may be asked to meet at your child's school or at another nearby facility. You will be required to present proper identification prior to the release of students. Please be aware that students will only be released to people whose names are noted on their emergency card.

## When Crisis Occurs: A Quick Reference Guide for Parents/Guardians

A crisis or event could occur at any time in any community, including our own. Children of all ages may be confused or scared by information they hear from a variety of sources. It is important that together we work towards helping your child cope during this difficult time.

- ◇ Encourage your child to speak with you about his or her thoughts, feelings, or concerns.
- ◇ Be honest with your child about what has occurred. Always use age-appropriate language for better understanding.
- ◇ Limit the amount of exposure your child has to media reports.
- ◇ Watch for warning signs that your child may be struggling with the situation. Changes in sleeping habits, nightmares, withdrawal, or acting out could mean your child may need additional help.
- ◇ Maintain a normal routine and schedule.
- ◇ Hug and reassure your child that they are safe and are loved.

