

What You Need to Know

BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact information is accurate, current, and updated as needed. To update this information, please contact your child's school directly.
- Remove the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with the district's emergency communication procedures. The district is committed to providing accurate and timely information in the event of an emergency.

IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone/text your child. Staff and students are discouraged from using cell phone communication.
- Wait for updates from emergency notification method the district has established to contact parents & guardians.
- Check the district's website for updates.
- Tune to local TV & radio stations for official school alerts.
- Rely only on official communication from school officials and/or public safety officials.

EMERGENCY TERMS AND PROCEDURES:

In the event of an emergency at your child's school, it is important to know these terms:

Lockout - A lockout takes place if a threat is identified outside the school. No entry into or exit from the school will be allowed.

Lockdown - A lockdown takes place if a threat is identified inside the school. No entry into or exit from the school will be allowed.

Shelter-in-Place - Students take refuge in designated areas for protection from hazardous materials outside. Entry or exit from the school will not be allowed.

Natural Sheltering - Students take refuge in designated areas for protection from severe weather. Entry or exit from the school will be controlled.

Duck, Cover, & Hold - Used for earthquakes, students take refuge where they are under desks or tables.

Evacuation - In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly point or relocation site.

HOW WILL I BE REUNITED WITH MY CHILD?

Reunification - Parents/guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the city's emergency notification system, the district's website, or local TV/radio. Students will be released ONLY to parents/guardians or designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, military ID, Permanent Resident ID card, or passport. **Please remember to bring your ID with you, and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.**

The reunification process can be time-consuming so everyone is urged to be patient.

FOLLOWING AN EMERGENCY:

- Listen to and acknowledge your child's concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.
- Should you or your child have serious concerns following an emergency or crisis, contact your child's school directly for information and guidance.



Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communication to parents, guardians, and the community.

Please keep the card below in your wallet or carry at all times.

Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- Wait for updates from the designated emergency notification method
- Visit the district's website for updates.
- Tune to local TV and radio stations.

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Names and numbers of my child's emergency contacts:

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REGIONAL SCHOOL SAFETY EFFORT

The districts listed below have worked together to strengthen and coordinate our Emergency Management Plans. The districts collaborate and coordinate with national, state, and local safety officials such as law enforcement, fire, Emergency Management Agency, and other public health and safety officials to ensure our schools are well prepared in the event of an emergency.

Visit your school district's website for additional information:

Florence Public School District One
<http://www.fsd1.org>
(843) 669-4141

Florence County School District 2
<http://www.flo2.k12.sc.us>
(843) 493-2502

Florence County School District 3
<http://www.florence3.k12.sc.us>
(843) 374-8652

Florence County School District Four
<http://www.florence4.k12.sc.us>
(843) 346-5391 ext. 315

Florence County District Five Schools
<http://www.flo5.k12.sc.us>
(843) 386-2358

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Florence County School Consortium
Emergency Information Guide for Parents & Guardians

