

MEMORANDUM

TO: All Parents and/or Guardians
FROM: R. Anthony Strong, Superintendent
SUBJECT: Emergency Procedures for the Pendleton County School System

The Pendleton County School system has designed a Crisis Procedure Manual to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconveniences to all of us. The responsibilities are shared by us as school administrators and you as parents.

IN MOST EMERGENCIES, YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENTS OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS BROKEN GAS MAIN OR CHEMICAL SPILL), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO AN ALTERNATE SITE.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media accurately informed of any emergency.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
 - a) If, for any reason "school" must be evacuated during regular school hours, your child will be taken to and cared for at an alternate site.
 - b) Stay tuned to the local radio stations for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

PLEASE KEEP THIS INFORMATION ACCESSABLE FOR EASY REFERENCE.