

**Southgate Community School District
Mission Statement**

Our Mission is to create a life long learning community which will provide all students with the knowledge and skills necessary to become successful.



**Emergency Response Guide
for Parents**

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**Southgate Community
Schools**

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BOMB THREAT

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When a bomb threat is received, procedures as determined by Homeland Security, will be to go into Lockdown or Secure Mode. The appropriate mode will be determined by the Police or Fire Chief (Incident Commander).

Lockdown or Secure Mode Procedures will be followed.—See previous pages for description of protocols.



LOCKDOWN

Purpose: To keep students safe when the immediate threat is in or around the school building.

Steps:

- Students will be locked down in a safe place with their teacher.
- Parents will not be allowed on school grounds by Order of the Police.
- Check SCSD web page or local cable for further information, as appropriate.
- Once the school has been secured and the threat no longer exists, as determined by the Police Chief, parents will be directed to a location to be reunited with their child.
- Students will be released to their parent, guardian or person(s) designated on their Emergency Contact Cards/Records, using the Student Release Procedure described in the Relocation/Evacuation section.

INTRODUCTION

Administrators and staff of the Southgate Community School District (SCSD), Police and Fire Departments have been working together to develop a coordinated response to possible emergency situations that might involve students in the school setting. This is part of a nation wide effort that was launched by the national Homeland Security Department after September 11, 2001 to ensure that all schools in the country have a coordinated Emergency Response Plan.

SCSD holds the safety, health, and welfare of its students and staff as its most important concern. Therefore, in any emergency situation, student welfare and safety will be the first consideration in determining any course of action.

In the event of an emergency, please DO NOT call the school—district phones may be overloaded or inoperable. District personnel will attempt to make information accessible through: a) School or City Cable network, b) SCSD web page, c) Local Radio or TV stations

This brochure will explain the coordinated response procedures that have been put in place to protect students while they are in the school's care. The staff of SCSD has reviewed all of these procedures and will continue to practice and receive instruction as needed.

SECURE MODE

Emergency Numbers:

Police	911—Use land phone
Fire	911—Use land phone
Gas Leak	911—Use land phone
Police Department	734-258-3060
Fire Department.....	734-258-3060
Ambulance.....	911—Use land phone
Poison Control	800-222-1222
Suicide Prevention.....	313-224-7000
Child Abuse Hotline	800-716-2234
Gas Service	800-947-5000
Electric Company.....	800-477-4747
Water Department	734-258-3074
SCSD Board of Education	734-246-4600
Southgate Web address:...	www.southgateschools.com
Local Radio.....	760 AM
Local Cable.....	check local station

Purpose: To lock all exterior doors when a potential threat exists outside the building. Activity within the building operates as usual. However, no one leaves or enters the building without permission of the Administrator or Incident Commander.

Steps:

- Students continue their school day as usual.
- Parents will not be allowed to enter the building.
- Once the threatening incident has been contained, the Incident Commander will direct the building administrator to communicate the “All Clear” signal to students, staff and parents.
- After the “All Clear” signal is given, parents will be allowed to enter the building.
- If needed, the Student Release Procedure will be followed, described in the Relocation/Evacuation section.
- Check SCSD web page or local cable for further information, as appropriate.



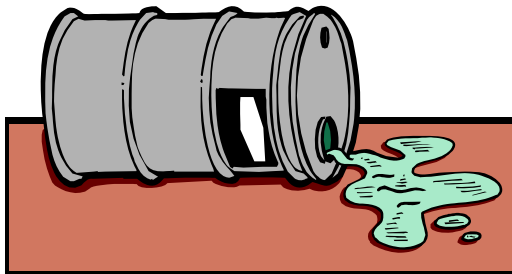
SHELTER-IN-PLACE

Purpose: To protect students from outside contamination. Students remain in the building as a measure to protect them from CBRNE* or environmental contamination.

Steps:

- Doors will be locked and secured. Parents will not be able to enter the building because there will be the risk of possible contamination.
- When the Incident Commander (Fire or Police Chief) determines that it is safe, parents will be allowed to enter the building and begin the student release procedure, described in the Relocation/Evacuation section (if needed).
- Check SCSD web page or local cable for further information, as appropriate.
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*Chemical Attack/Accident, Biological Attack/Release/Outbreak, Radiological Attack/Release, Nuclear Attack/Release, and Explosion



RELOCATION/EVACUATION

Purpose: To relocate or evacuate students in the event of fire, severe weather, or environmental concerns.

An **Evacuation**, moving students to a location outside the school, is ordered by the Administrator or Incident Commander.

In a **Relocation**, students may be moved to a safer spot within the school.

When students are sent to another location, it is important for parents to know that the school personnel will reunite them with their child as soon as possible.

District counselors, social workers, and psychologists will be available to counsel students and their families.

We understand that, in an emergency, parents feel most relieved when their child is with them. To accomplish this in the most efficient and safe manner, we ask you to follow these procedures.

STUDENT RELEASE PROCEDURES

OFF-SITE:

- Names of evacuation site will be provided through SCSD webpage, school cable network, city cable, local radio/TV stations.
- Follow procedures for Reunification, page 6.

ON-SITE:

The affected school will be secured and locked.

Steps for Reunification:

- Staff assisting in the release of students will wear identifiable outwear. Please follow their directions.
- Parents/authorized adults must present picture identification.
- Please have only one authorized adult come to the school to pick up the children.
- A sign-out system is in place for each school to release students to their parents, guardians, or emergency contacts. They will be asked to complete the SCSD Student Release Form. See example that follows.
- **Students will only be released to parents, guardians, or emergency contacts, as designated on the Student Emergency Cards/Records.**



**Southgate Community School
District
Student Release Form**

LOCATION:
DATE:
TIME:
STUDENT NAME:
STUDENT GRADE:
PERSON RELEASED TO: _____ (circle one) Known Picture ID Other _____
RELATIONSHIP TO STUDENT:
*PHONE NUMBER:
DESTINATION (FOR THE NEXT 6 HOURS):
SIGNATURE OF PARENT/GUARDIAN/EMERGENCY CARD DESIGNEE:
STUDENT SIGNATURE (If appropriate):
INITIALS OF STAFF MEMBER:
NOTES/COMMENTS/CONCERNS: