

What parents should do during a school emergency

Wait for information from the District

The latest information will be provided by phone and email via the District's rapid messaging system *Connect*^{TM5}. The first priority of school and district office personnel is to address the emergency at hand. You will be informed as soon as information is available. If it is an ongoing event, updates will be provided as new information is available. Information may also be obtained from the Colonial School District website www.colonialsd.org and CITV, Comcast Cable and Verizon FiOS Channel 28.

Stay at home or work

Parents arriving at the school will interfere with police officers, firefighters and other emergency personnel. Your help in allowing these professionals to effectively do their jobs is appreciated. In the event of an evacuation or early dismissal, parents will be notified via the District's rapid messaging system *Connect*^{TM5} as to where they may pick up their children at an established reunification location.

Where to get information

Connect^{TM5} - Make sure your child's school has up to date home, work and cell phone numbers and a current email address.

CITV - Comcast Cable and Verizon FiOS Channel 28

District website - www.colonialsd.org

Twitter - Follow CSD at www.twitter.com/colonial_sd

Anonymous Tip Line

To report intolerant or unacceptable behavior or express a concern for student safety, call:

610-834-1671, ext. 2000

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Colonial
SCHOOL DISTRICT

230 Flourtown Road
Plymouth Meeting, PA 19462

Colonial
SCHOOL DISTRICT

Emergency Guide for Parents



Help us keep your children safe

What you need to know if there is an emergency at your child's school.

The safety and security of our students is of the utmost importance to the Colonial Board of School Directors and District Administration. This guide has been updated and reprinted to advise parents of security measures and procedures in place and inform them regarding how they may help District personnel be proactive in the event an emergency arises.

What you can do to help

Review this information carefully.

Following the steps provided will help school officials, police officers, firefighters and other first responders do their jobs and focus on the safety of all involved.

Keep your child's emergency contact information up-to-date.

Inform your child's school immediately if your phone number, address or email address changes. You may be called and emailed during an emergency. Additionally, children will only be released to adults listed on the emergency information form.

Talk with your child about listening and following directions at all times and especially during an emergency.

Report any safety concerns you may have to your child's school principal.

Facts and terms every parent should know

Lockdown

During a **lockdown** all school exterior and interior doors are locked and students are confined to their classrooms because of a threat or potential threat inside the building or on the school campus. No entry or exit of the school is allowed.

Lockout

During a **lockout** all school exterior doors are locked because of a threat or potential threat in the general area of the school but not on the school campus. Outside activities are returned to the safety of the school. Students and staff may move throughout the building as needed. Entry and exit to the building is controlled and granted on an as needed basis.

Shelter-In-Place

Shelter-In-Place means that children are moved to small interior rooms in the school with few or no windows. Shelter-In-Place is used when there may be the potential for harm from hazardous materials that may have been released into the atmosphere, and it is determined that an evacuation or dismissal could place students at risk. A Shelter-In-Place may also occur during an extreme weather event.

Evacuation

Evacuation means that students and staff must leave the school building and move to a safe location. When necessary, buses will move students. In the event of an evacuation, parents will be notified via the District's messaging system *Connect™5* where they may pick up their children. Children will be released to parents only after proper ID has been verified.

Current security measures

The Colonial School District (CSD) places a premium on student safety. In 2008, CSD commissioned a security audit by a leading national school safety expert. The audit revealed that CSD was among the nation's leading districts in school safety and security. The District continually assesses its safety and security measures to ensure they are current and to maintain a place as a national leader in school safety and security. Security initiatives currently in place include:

- √ Staff of 16 in-school Security Officers and Hall Monitors
- √ Additional security coverage after school hours
- √ 160+ security cameras covering the entire District
- √ Access to each building is controlled electronically with a newly installed state of the art access system that allows staff to visibly identify who is entering the building.
- √ Electronic "key cards" used at all buildings for access control
- √ Controlled video access at PWS, CE, PE, RP and WE. CES and CMS have personnel at front desks.
- √ All buildings equipped with C.L.A.S.S. (Countywide Law Enforcement Alerting and Safety System)
- √ Emergency procedures flip charts in all offices and classrooms
- √ Upgraded fire alarm systems installed in all schools
- √ Burglar alarm systems at all buildings that are monitored 24-7
- √ Two-way radio communications within each building
- √ Monthly "safety messages" sent to all staff
- √ District safety committee that meets throughout the school year
- √ Regular meetings and discussions of safety procedures and responses with Conshohocken, Plymouth and Whitmarsh Police Departments
- √ Individual building safety committees
- √ Practice Fire and Lock Down Drills
- √ Yearly Security/Safety audits of all buildings



The 160+ video cameras covering the entire School District may be monitored from a number of locations, including remotely. The cameras cover building entrances, playgrounds, cafeterias and high traffic areas.



Police officers and first responders from each of the District's three municipalities participate in educational programs with Colonial School District students of all grade levels.



Local police have access to all Colonial School District buildings via electronic key fobs or hard keys, have blueprints to school buildings within their jurisdiction, and have been invited to attend and critique lockdown drills at each District school.