



# A Parent's Guide to School Emergencies

Nazareth Area School District



The Nazareth Area School District is committed to maintaining a safe and secure learning environment for our students and staff. The School District has established policies and procedures that have been designed to effectively deal with an emergency incident should it occur in our School District and community. These policies have been established in cooperation with our local law enforcement agencies and the Pennsylvania State Police, which are valuable partners in our effort to maintain a safe and secure school environment.

Each of our schools has its own emergency operations plan, specific to the building, the staff, and the students in that school. Additionally, we conduct safety and security drills and activities throughout the school year, to ensure our plans are being implemented correctly and to allow us to make adjustments as necessary.

## Visiting Our Schools

All Nazareth Area School District schools have updated secure entrances. Parents are welcome visitors to our buildings and we ask that you comply with our visitor procedures in order to maintain a safe environment for our students and staff.

- **All visitors are required to use the Main Entrance** and identify themselves and their purpose for visiting, to the office personnel, who will allow visitors to enter the building.
- Upon entrance, **visitors are to go directly to the Main Office, to present valid photo identification and obtain a Visitor's Pass.** The pass must be displayed/worn during the visit.

**PLEASE NOTE: Weapons of any kind are STRICTLY PROHIBITED on Nazareth Area School District property. This includes any vehicles that are parked on school property.**

## Keeping Student Emergency Contact

### Information Updated

During an emergency, it is vital that the school district have accurate and up-to-date emergency contact information for all students. In an emergency, the District will contact parents via telephone and email using the School Messenger Notification Service. **If your telephone number(s) or email address changes, please contact the main office at all of your children's schools** to get your updated contact information immediately entered into the database.

### In An Emergency

**If an emergency situation would occur in our schools, parents will be notified by telephone and email** using School Messenger. An emergency message would include basic information about the nature of the emergency. In the event of an evacuation, **you will also be notified where the students are being transported and where you can be re-united with your child.** We have worked with local first responders to establish several reunification points throughout our District. Depending on the situation, we will establish a reunification point and notify you of the specific location, once it has been established.

**The Nazareth Area School District continually strives to ensure the protection of all of our students and staff. The success of our emergency plans depends on the ongoing partnerships established with staff, students, parents and first responders. We appreciate your continued cooperation and support to keep our schools safe places for learning!**

The District may also communicate with parents in an emergency via:

- The District website: [www.nazarethasd.k12.pa.us](http://www.nazarethasd.k12.pa.us)
- Social Media: On Facebook - [Nazareth Area School District](#) and Twitter ([@NASDBlueEagles](#))
- Local television stations and news media

## ***How Parents Can Help In an Emergency Situation***

For the safety of everyone, parents are asked to wait for instructions from the School District regarding how you can be reunited with your child in an emergency situation.

- **Please do not call the school during an emergency.** If you call the school during an emergency, you will probably not be able to speak with anyone, and you may tie up telephone lines that could be used for communicating with 911 and other first responders.
- **Please pick up your child at the Reunification Point.** While we understand that emotions run high in an emergency situation and parents want to be reunited with their child as quickly as possible, parents who arrive at the school in an emergency will interfere with the ability of First Responders to do their jobs.
- **Please refrain from going to your child's school and follow the instructions from the School District regarding where and when you can be reunited with your child.** Our goal is to get you reunited with your child as quickly as possible, and parents who arrive at the school in an emergency situation will only delay the reunification process.

***PLEASE NOTE:*** The Nazareth Area School District will release students only to the adult(s) designated on the Student's Emergency Information Card. Photo ID will be required. Please be patient during the reunification process, as it is important to verify that students are being released to the proper adult(s).

## ***Safety Practices and Procedures***

The Nazareth Area School District conducts a variety of safety drills throughout the school year, so students and staff can become familiar with the procedures associated with many different scenarios. These drills include fire, weather, emergency, and active shooter drills.

We encourage parents to talk about the drills with their children to emphasize the need to stay calm, not be scared, listen carefully, follow instructions and take the drills seriously. While it is our hope that a real emergency never occurs, these drills are an effective way to ensure that students and staff know and can follow the procedures in an emergency situation.

The Nazareth Area School District has trained its staff and our students in the principles of **ALICE (Alert, Lockdown, Inform, Counter and Evacuate)** in the event an armed intruder enters a school. These are nationally recognized protocols for keeping everyone safe in an active threat/shooter situation, and are designed to be age appropriate.

**ALICE** principles are not meant to be sequential (used in this order), but are all viable options to be considered in an emergency situation.

### ***Here is a brief overview of ALICE:***

- **A – Alert – Initial alert.** May be a gunshot, PA announcement, etc. It is important in an emergency situation that people know what is happening and where. For example, if an intruder is on the first floor near the library, it is important to communicate that information so teachers and students can decide if the best course of action is to lock down or evacuate, depending where they are in the building.
- **L – Lockdown –** In a lockdown situation, if evacuation is not a safe option, students and staff are encouraged to secure the door and create a barricade to deter entrance into a room.
- **I – Inform –** As the situation unfolds, it is important to communicate real time information on the intruder's location. Use clear and plain language (no code words) by any communication means possible.
- **C – Counter – Only as a last resort.** If an intruder enters a classroom, staff and students are encouraged to disrupt/distract the intruder by throwing objects or swarming/overtaking the intruder, depending on the situation and age of the students. Move toward the exits while creating distance and distraction.
- **E – Evacuate – Run from danger when safe to do so.** If possible, students and staff are encouraged to get away from the situation as quickly as possible, get outside the building and proceed to the established rally point.

**For more information about ALICE go to:**  
[www.alicetraining.com](http://www.alicetraining.com)