



Hillcrest Elementary School Emergency Preparedness Information for Parents



The purpose of the information below is to assure parents that Hillcrest Elementary School is a safe place for students. Our Behavior and Safety Team works consistently throughout the year to ensure a safe learning environment for students. Some of the activities listed below provide parents with some examples of how our school remains prepared.

- Positive incentive programs are put into place both school-wide and individually for students throughout the school year.
- The administration, staff and students follow an anti-bullying principle. There are many anti-bullying lessons and assemblies throughout the year. All cases of bullying are reported and investigated.
- The school maintains an Emergency Safety Plan that is reviewed and updated consistently throughout the school year.
- The administration works with the school Behavior and Safety Team. Together, the school's preparedness plan and emergency procedures are reviewed and revised throughout the school year. The administration and team also work to lead a variety of drills for students and staff. (The administration and school Behavior and Safety Team also work with the school system's crisis team.)
- The students and staff participate in a variety of drills throughout the year. These drills include: fire and evacuation, lockdown, severe weather, drop & cover, rally point and reverse evacuation.
- As part of the school's plan, there are additional locations for staff and students if needed and in the event that we are directed to move to an alternative location. (See the Emergency Safety Plan sent home yearly.)

It is important for parents to understand their role in the event of an emergency. While an emergency can be an emotional time, it is important that parents remain **CALM**. Our staff is trained each year to prepare for emergency situations should they occur. In addition, it will be important for parents to follow the following steps:

- **Follow directions from School Staff and Emergency Responders**
- **Follow Directions for Signing Out Students**
- **Provide Photo Identification when Signing out Your Child (Students will NOT be released without a photo ID from the parent. Additionally, students may only be released to those "authorized persons" designated on the student's emergency form.)**
- **Maintain Updated Contact Information with the School Office**
- **Provide Your Cell Phone Numbers as a Field Trip Chaperone**

Contrary to notable events in the media, schools are a safe place for students. The staff at Hillcrest Elementary works to provide the safest learning environment possible for students. We appreciate the efforts and cooperation of our parents in the event of an emergency.