

During an Emergency

Remain calm. The district works closely with local police, fire, and other emergency responders to protect students and staff.

Please do not call the school. Phone lines need to be kept open for emergency calls.

All district policies are still in effect. Students may not use cell phones. During an emergency, cell phone signals that emergency responders use may become overloaded. The use of a cell phone during an emergency may put students in danger.

Do not immediately come to the school. Our first concern is for the safety of our students. We may not be able to let you enter the school.

You can find out more information about emergencies from:

- ⇒ School Messenger Alerts
- ⇒ The ASD Daily Safety Update at www.allentownsd.org
- ⇒ Local radio & TV announcements
- ⇒ Call 484-765-4100 for a message

Please be patient. Our first priority is the safety of our students, staff, & visitors.

For More Information

The district All-Hazards School Safety Plan may be viewed on the district website or by contacting the Department of Community & Student Services at 484-765-4030.

Contact your child's school principal for additional information about the safety plan for your child's school.

Resources

Federal Emergency Management Agency
Pennsylvania Emergency Management Agency
Lehigh County Emergency Management Agency
Allentown Emergency Management
Allentown Fire Department
Allentown Police Department & U.S. Department of Education, Emergency Planning for Schools

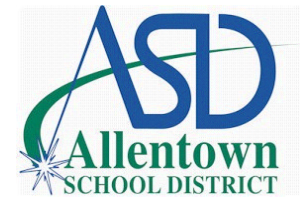
Community Safety Concerns

Any safety concerns that happen in the community should be immediately reported to the police department.

For Emergencies Dial 911

Non-emergencies 610-437-7751

This brochure was developed under a Readiness and Emergency Management in Schools grant from the U.S. Department of Education. District emergency plans are based on federal and state guidelines.



31 S. Penn Street, P.O. Box 328

Family Guide to School Emergency Procedures

Safe School



Zone

**Your child's safety at school
is important!**

Allentown School District is committed to providing a safe learning environment for students, staff and visitors. The District has a comprehensive All-Hazards Safety Plan that was developed in collaboration with local public safety officials. Please read this brochure to find out how you can help keep our schools safe.

What you can do to help

- ⇒ Keep all emergency contact information current. Let the school know your phone number(s), address and emergency contact persons.
- ⇒ Keep all medical information on file for your child up-to-date.
- ⇒ Sign up for School Messenger.
- ⇒ Keep the School Emergency Card for Families with you at all times.
- ⇒ Cooperate with visitor sign-in procedures and **be prepared to show a photo ID** to enter the school.
- ⇒ Report safety concerns to the school administration.
- ⇒ Review the ASD Code of Conduct with your child. Be sure that both you and your child understand it.
- ⇒ Discuss safety procedures with your child.
- ⇒ Make a family emergency plan. Review and practice it with your child.
- ⇒ Attend the Allentown School District Safety Task Force meetings.

Emergency Procedures

Safety is our first concern! After a threat such as a possible fire or other hazard, School Officials will consult with Public Safety Officials to help decide which is the best response and request their assistance.

Evacuation: School buildings will be evacuated following district emergency operating procedures. Students will be asked to remain with their teacher during the evacuation and follow directions.

Lockdown: All school exterior doors will be locked if the emergency is outside the school. If the emergency is inside the school, interior doors will also be locked and students will be confined to classrooms. Entry and exit of the school will be restricted during a lockdown.

Shelter in Place: Shelter will be provided inside the school when a threat such as severe weather or hazardous materials occurs outside the school and it is safer to remain inside. Staff and students will move to safer interior locations. Public Safety Officials will help direct this response.

Off-site Evacuation/ Dismissal Policy

In the event of an emergency when a school must be evacuated and it is not possible to return, an off-site reunification center will be established. The Superintendent, with public safety personnel, will determine the best location based on the specific emergency. Parents will be notified through the emergency communication sources to go to this site. Staff will be on-site to release students.

Be prepared to bring a photo ID to the reunification site.

For student release:

A parent or person designated in the student's Contact Information must come to the site, present a photo ID, and sign out his/her child.

Emergency Supplies

Schools are equipped with emergency first-aid kits, portable oxygen, emergency lighting systems, fire extinguishers, emergency alert radios, two-way radios, cell phones, and go-kits. Schools also have emergency water, food, and medical supplies.