

Our Response Plan

In an effort to provide a safer environment in the Garfield Heights City Schools, we have developed a comprehensive Emergency Response Plan in connection with the Garfield Heights Fire Department, Garfield Heights Police Department, Marymount



Hospital and other responding agencies; It does not focus on one or two anticipated hazards, but any potential hazard so that we are prepared

to respond regardless of the type of emergency. Additionally, our plan adheres to the four (4) phases of emergency management: **prevention & mitigation, preparedness, response and recovery.**



PARENT EMERGENCY TIP CARD

Important Information on Reverse Side

Keep in Safe Place.

Safety is KEY

What is the Garfield Heights City Schools district doing to keep students, staff and visitors safe?

We work closely with Garfield Heights Fire Department and Garfield Heights Police Department by participating in joint meetings, trainings, practice exercises and drills.

We have safety teams in each building meeting regularly to prevent and mitigate potential safety concerns and issues.

We practice district-wide safety drills on a regular basis.

We require all visitors, parents and vendors to sign-in/-out in the main office and wear visitor identification badges while in our school buildings.

We maintain an open line of communication with parents, community residents and stakeholders regarding our commitment to keep our students safe!



Parent Emergency Guide

To **Help You** Plan for and Respond to an Emergency



In An Emergency

What do parents need to know about school emergency terminology?

What is an Evacuation?

During an evacuation, students are sent outside to prevent harm/injury due to an emergency inside the school, such as a fire.



What is a Lockdown and what should I do if one is occurring at my student's school?

During a lockdown, all exterior and interior doors are locked and students are confined to their classrooms. No entry or exit from the school is allowed. A lockdown takes place if a threat or possible threat is identified inside the school. A lockdown may also take place after an altercation, serious injury or medical emergency to keep hallways clear and to allow local responders easy access.

Main entrance doors will be locked during a lockdown and a sign will be posted at the main entrance if possible. If you are notified of a lockdown at the school, do not come to the school; stay in a location where you can get further information. Students will not be released until the incident has ended.



How to Respond

What can I do to prepare for a school emergency?

1. Provide accurate emergency contact information to your student's school and update the information as changes are made.
2. Talk to your student about school safety, practice drills and the importance of reporting safety concerns to the building principal.
3. Carry the Garfield Heights City Schools "Parent Emergency Tip" card with you at all times.



What is Shelter-In-Place?

During a shelter-in-place, students are taken to an inner hallway or a room with few to no windows. The students will take refuge there until it is safe for them to leave. Shelter-in-place occurs if there is threat of a tornado or high winds or if there is a hazardous material released into the atmosphere and it has been determined, with the assistance of outside agencies, that evacuation or early dismissal could possibly place students in danger. During a shelter-in-place, students will not be released until the incident is over.

To Be SAFE

What is Reunification?

Reunification is used when students have been removed from the school facility to an alternate location or when an emergency has occurred that affects the area around the school (e.g. hazardous materials release). Reunification is the process of releasing students to their parents or guardians. Remember, a student can only be released to an adult listed as an emergency contact with the school. **Persons coming to pick up students must bring proper government-issued photo identification (driver's license, state identification cards, military identification card, passport, green card).**



Parent Emergency Tip Card

- Listen for a telephone call from our district emergency notification service, Parent Broadcast.
- Visit our district website at: **www.garfieldheightscityschools.com**. In an emergency, the home page will show critical information.
- Watch GHTV, our local cable station, Channel 18 (WOW) or Channel 22 (Time Warner), or watch local television stations for news alerts.
- Please do not come to your student's school.**
- Do not call your student's school. This can overload the phone system and cause delays in communication between the school, emergency personnel and the media.
- Do not call your student's cellular telephone. It may increase the intensity of the emergency and put your student in further potential danger.