

## What procedures should I follow when picking up my children after an evacuation?

- All adults picking up children must have picture identification.
- When picking up children at the school, report directly to the office unless directed otherwise by school/emergency response officials.
- When picking up students at the Willow Brook park OR The International Community Church, follow the direction of school officials to the sign-out location.
- SJRCS students will only be released to:
  - ⇒ A Parent or Guardian
  - ⇒ An adult designated by a parent or guardian (signed note, phone call, etc.)
- As soon as you have picked up your child, please exit the evacuation location to assist the continuous, safe release of the remaining SJRCS children.

## During a lockdown or “Shelter in Place”, what access do I have to my children?

For many parents, their first instinct is to come to the school to check on their children or take them home. Parents are strongly encouraged NOT to come to the school until these designations have been lifted. The school will not be opening the doors to anyone other than authorized emergency personnel. Parents who come to the school could obstruct emergency vehicle access to the school, and even endanger themselves or their children.



**St. John Regional Catholic School**  
8414 Opossumtown Pike  
Frederick, Maryland 21702

Phone: 301-662-6722  
Fax: 301-695-7505  
[www.sjracs.org](http://www.sjracs.org)



# Emergency Management Plan: A Parent Guide



## The SJRCS Emergency Management Plan

St. John Regional Catholic School (in cooperation with local emergency medical services, fire department, law enforcement officials, the Archdiocese of Baltimore, and Frederick County Public School officials) has developed a thorough, in-depth emergency management plan used to address a wide range of crises that may arise.

Our school is prepared in the event of certain emergencies to shift into two different modes of operation. If the school building were to become an unsafe place for the students to be, we would **Evacuate**. This would include emergencies such as a fire or bomb threat.

In other cases, where the school building would provide the safest environment possible, we would shift into **Lockdown** or **Shelter-in-Place** status. Students and staff would remain in classrooms behind locked doors and would not be authorized to exit the building. In addition, no one would be permitted to enter the building until emergency personnel determined the situation to be over.

If an emergency situation presents itself in the course of a school day, below are a few resources where you can be made aware of current circumstances.

- Automated phone call
- Email and/or text message
- Call the school as a last resort as we will need free phone lines to communicate with emergency personnel.

\*\*\*Please ensure that the school has complete and updated emergency contact information for your child.

## Procedures for SJRCS Parents

### Lockdown

A lockdown would be used when a situation inside OR outside the school threatens the students/staff and an evacuation cannot be conducted safely.

In the event of a lockdown, all interior and exterior doors, including classrooms, are locked. In addition, all windows are locked and shades/blinds are closed. Students in the hallways or other open areas are moved to the nearest enclosed (locked) space inside the building.

SJRCS staff will be instructed not to allow anyone to enter the building except for authorized emergency personnel, who will enter through the main entrance.

A lockdown situation would more than likely be temporary. As soon as emergency personnel have deemed the situation to be safe, normal school operations will resume and the school will reopen. If after the lockdown the school is determined to be unsafe, then the students and staff will be evacuated and the school will be closed.

### Shelter in Place

“Shelter in Place” would be used in the event that students and staff are required to remain in school as requested by local emergency personnel. An example of when “Shelter in Place” would be implemented is when a hazardous substance outside the building poses a threat to the students and staff.

The school building would be used for short term protection from the outside environment until the all clear is given by public safety officials. In most cases, classroom instruction would continue, and students and staff would follow their daily schedules as usual.

Law enforcement and local emergency personnel will advise SJRCS regarding parent access to school to pick up students during “Shelter in Place”. Until then, the school building will remain secured (exterior doors and windows locked) and no one other than authorized emergency personnel may enter or leave the building.

## Procedures for SJRCS Parents

### Evacuation

If our school building was determined by emergency management personnel to be unsafe for students/staff and unsuitable for day-to-day operations, the school would close immediately and the students and staff would proceed to one of two locations. We have established two different locations due to the possibility of inclement weather. The specific location will be announced during the course of the emergency updates. In the event of evacuation with the weather conditions conducive to walking, we will walk across the street to the Willow Brook housing development where there is a large park. **Directions: Proceed north on Opossumtown Pike, turn right on McClellan Dr., go through two four-way stops and then the park will be on your left.**

In the event of an evacuation during inclement weather (snow, rain, etc.), buses will pick up our students and take them to The International Community Church located at 123 Byte Dr. **Directions: From the school’s parking lot turn right out of the lot, make a left at the stop light onto Hayward Rd., and then make your third left onto Byte Dr. and the church will be on your left.**

