

Hamilton R-II Emergency Response Guide



Statistics consistently show that schools are among the safest places for children due to the strong commitment of educators, families, and our community to our students and schools. We strive to be proactive rather than reactive. This guide outlines the key elements of Hamilton R-II School District's state of preparedness.

For consistency, we have developed the following terms to use:

- **Drill:** An activity that covers a specific safety circumstance and is designed to prepare your student to act quickly and minimize questions and fears should an emergency take place. The Hamilton R-II School District will annually participate in bus evacuation, intruder, fire, earthquake, and tornado drills.
- **Soft Lockdown:** Instruction continues in a secure building. All occupants remain in the classroom/building. Movement within the building is at the building administrator's discretion.
- **Hard Lockdown:** Occupants are kept in rooms or areas that are secured. There is no movement within the building. Lockdown procedures are followed.
- **Reunification Site:** Area where students and employees are transported.
- **Student Release Area:** Location designated at a school or reunification site where families may pick up students. This location would be communicated to you at the time of an emergency.
- **District Emergency Team:** The district emergency team members include the Superintendent of Schools, Building Principals, and Building Counselors.

As soon as possible, please:

- Ensure your contact information in TeacherEase is current and accurate, including who is authorized to pick up your student. Please also ensure you have downloaded the TeacherEase mobile application, and subscribe to TextCaster on the District Website, www.hamilton.k12.mo.us.
 - We will use this information and multiple communication channels (email, and text message) to provide accurate and timely information in the event of an emergency. If necessary, we may also use our district website, district social media, and may broadcast information on the following platforms:
 - 87AM, 1360AM, 1430AM, 1010AM, 105.5FM, 106.5FM, 102.5FM, 101.7FM, 100.7FM
 - Channel: 4, 5, 9, and 41

After an Emergency:

- You may be directed to a reunification site, where you will need to show photo identification.
 - Students will only be released to a parent, guardian, or other adult listed on the student's Emergency Information Form, which you completed during online enrollment at the beginning of the school year. The individual picking up the student may be asked to complete a Student Release Form (available on-site), or provide a signature for the release of a student. This procedure is designed for your student's protection and for your peace of mind.

- Please be aware that reunification can be very time-consuming, and we appreciate your patience.
- It is important to remain calm as students are greatly influenced by their family's sense of well-being. At the same time, families need to be compassionate listeners when their student speaks of an emergency. Please seek help from the school, district, or community resources if you/your student have concerns.

Additionally, all Hamilton R-II employees, students, families, and community members are encouraged to report anything they see, hear, or are made aware of that may impact a school. If you see or hear something, say something. Ways to make a report include:

- Call 911 if it is an emergency.
- Call the Hamilton Police Department at 816-583-7311.
- Call the Caldwell County Sheriff Department at 816-586-2681.
- Reports can also be made to "Courage to Report" by calling toll-free 1-866-748-7047 or by texting "C2R" to 738477.
- When providing information, please be as detailed as possible. Include the name of the school(s), person(s) involved, type of alleged activities, the medium through which it was made (i.e social media, verbal), and when they occurred/may occur.
- All threats are taken seriously. Police are notified, and officers and school administrators work together to thoroughly investigate any threat, whether it is made verbally, in writing, email, text message, social media platforms, or online. The earlier we know about a potential threat, the earlier an investigation can begin.
- Anyone who makes a threat against a school could face criminal charges. If a student is involved in making a threat, the school/district will respond as outlined in the student handbook.

How we respond to an emergency is greatly influenced by the specifics of an incident. Our plans do not replace the authority of emergency personnel. Our employees work in full cooperation with these agencies. For security reasons, components of our emergency plans are not publicly available.

If you have any questions regarding the emergency response guidelines, please contact Dr. Billie McGraw by phone or email.

(816)-583-2134
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Hamilton R-II School District