



# EDMOND PUBLIC SCHOOLS

*Empowering all students to succeed in a changing society*

August, 2016

## RE: EMERGENCY PROCEDURES

Dear Parent/Guardian:

Edmond Public Schools personnel take very seriously the need to anticipate and, to the extent possible, to engage in advanced planning for responding to potential emergency and/or disaster circumstances that could arise in our schools or community. School site and district personnel, in conjunction with local, state and federal agencies and authorities, participate in awareness and strategy planning sessions for a variety of situations.

Should a major disaster – such as a tornado, fire or criminal event – occur during school hours, plans have been formulated to care for your child at the school site. As would be expected during a time of crisis, additional precautions will be in place to help ensure your child's safety and security. Your support and assistance with the following will be vital to success.

1. **Do not telephone the school.** Telephone lines may be needed for emergency communication. If electrical service is not affected, information will be relayed via the EPS website, Facebook and Twitter pages, local television and radio stations and the district's mobile application. To install the EPS mobile app, visit the Apple or Android app store and search for SchoolWay (formerly School Connect). Download the app and then select Edmond. From there, you can easily activate PUSH notifications from both the district and individual schools which will convey valuable safety information and instructions.
2. Impress upon your children the need to follow the directions of school personnel in times of an emergency. Please instruct your student to remain at school until you or your designee arrives.
3. In the event of a serious emergency, students will be released only to parents and persons identified on the student's enrollment card. Each campus will have a designated reunion site where parents or a designee will be required to show proper I.D. to pick up their child/ren.
4. In the event students must be evacuated, our website ([www.edmondschools.net](http://www.edmondschools.net)), Facebook page, Twitter and our mobile app will display pertinent announcements. In addition, radio and television stations will be contacted informing parents where the evacuation site is located. At the evacuation site, parents will be directed to a secure area where school officials can process the release of students.

Please discuss these matters with your immediate family and those people you place on your child's enrollment card. Planning ahead will help alleviate concern during emergencies. Please contact Randy Decker, Chief Human Resources Officer or Jim Rothrock, District Safety Coordinator, at 340-2800, should you have questions.

Sincerely,

Bret Towne  
Superintendent