

## **OLHRS 2007 PARENT PAGE**

### **EMERGENCY LOCK-DOWN PROCEDURES**

Parents: In the unusual event of a Dade County Emergency Lock-Down Order, the following procedures would immediately be enacted to ensure the safest possible situation for our students and staff:

- Mrs. Kraich or Administrator on duty would announce the necessary process being put in place according to emergency directives over PA.
- Mrs. Kennedy will contact our Homeroom Chair who will be told to enact a personal phone tree from HR parent to parents.
- All access to our campus will be secured and no one will be allowed in or out until the police or EMS call for release of the students.
- Our emergency phone contact system will begin with the alert to Home & School Officers and the lead HR parent to begin phone calls by contacting every homeroom parent. They each have the class list and phone numbers of every parent to attempt to inform them of our situation. If possible the Archdiocese will make media announcements to inform parents as well.
- All school and church personnel as well as Home & School Board Officers are expected to assist in the calm, safe lockdown of students.
- All available means will be used for securing the students in the event of a crisis, as is recommended by emergency management.
- We will attempt in all we do to institute a calm and orderly process to the best of our ability with the cooperation of all involved. However, many decisions will be made at the time of an emergency, which may change a procedure as needed. We will consult with Police and other officials at the time and follow their orders. Parents must cooperate in order to support the school in caring for the safety of the students. We will try to keep you informed through the HR parents and procedures in place, but we will focus our immediate attention to the needs of students. There will be no cell phone use by students.