



EDMOND PUBLIC SCHOOLS

Empowering all students to succeed in a changing society

August, 2019

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, emergency messages will be sent via the EPS district and school websites and social media platforms, local television and radio stations, and by text message through School Messenger (SMS). To receive SMS text messages, opt-in when you receive the invitation on August 26th by replying "Y" or "Yes." Opt-out of these messages at any time by simply replying "Stop."

If you do not receive the Opt-in invitation, forget to opt-in or receive the invitation to any incorrect cell phone number, please log into the Infinite Campus parent/student portal to add or update your cell phone number. If your current cell number is not on file with the school, you will not receive messages.

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. If contact needs to be made, we encourage texting vs. calling as overuse of phone lines could shut down the system.
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), Facebook page and Twitter 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 Mike Johnston, District Safety Coordinator, at 340-2800, should you have questions.

Sincerely,

Bret Towne, Superintendent

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