

## DHS Emergency Plans for Parents

### Emergency Situations

- Shelter – An emergency that requires all students to be under supervision and accounted for. Students report to classroom and await further instructions from an administrator.
- Lockdown – An emergency that requires all areas of the building be secured (lockdown)/Staff should remain in place with students (if not in a classroom student must get to classroom quickly). Bells are turned off/teachers lock classroom/building service locks all exterior doors. Attendance is taken and a list of unaccounted for students is generated. Students await further instructions from an administrator.
- Evacuation- If we ever need to evacuate the building, we would bring all students to our lower fields to keep them a safe distance away. In this case, if parents needed to pick up their children, parents would report to the Weis parking lot and we would have staff at Weis available to assist.

### **Parent Reunification**

- Parent reunification- If a situation occurs, like 911, where parents feel the need to pick up their children at school, we would have staff available in the auditorium lobby to assist parents and to ensure a safe and orderly environment. Parents would be requested to park in the student parking lot and come to the auditorium to the sign their children out. We would keep parents informed as much as possible through Connect Ed, the system we use to call homes or through our web page if possible.
- If an emergency arose where we needed to evacuate to an off-site location, we would use Damascus Recreation Center as a site. Transportation would be provided for students and parents would be able to drive to Damascus Recreation Center to pick up their students. We will have staff available there to assist. If we need to evacuate to Damascus Recreation Center, parents should report there and staff will be available to direct you.

During an emergency situation, it is critical that everyone remain calm and students know what is expected of them. **Staff will do everything possible to keep our students safe.**

Parents need to speak to their children about the following ways to get home in case an emergency situation exists. Please explain to them what you expect.

#### **Option 1**

If your child normally rides the bus to and from school, MCPS bus transportation will be provided.

#### **Option 2**

If your child normally walks, drives, rides the Ride-On bus, or rides a car home with another student/parent, he/she will be permitted to walk/drive/ride home at a safe time.

### **Option 3**

Some students may try to choose to use a different form of transportation than normal to get home. A student who rides the school bus, may want to choose to take the Ride-On bus or walk /ride home with another student/parent. **Is this OK with you?**

In an emergency situation, if **you do not want** your child to: take a MCPS school bus, walk, ride home with another student/parent, or take the Ride-On bus, you need to inform us. **Please complete a Parent Release Form if you would like us to keep your child at school until only you or a member of your family picks him/her up.** Parent Release forms will be distributed in the back to school mailing, included in the PTSA newsletter, listed on the DHS webpage, and a copy of the form is also located below this memo -- scroll down to see it.

It is assumed that all high school students would have keys to get into their homes or be able to visit a neighbor if their home is locked.

# Damascus High School

## Parent Release Form- Authorization for Release of Student

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of School: \_\_\_\_\_

Parent(s)/Guardian(s): \_\_\_\_\_

I certify that I am the custodial parent/legal guardian of the above named student, and I want you to keep my child at school in the event of an Emergency/Crisis. **He/she should be released to me or to the following person(s) only.** *(Each section must be completed.)*

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Parent/Guardian Information:**

Parent/Guardian Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I understand that my child will be released only to those listed on this form. This form is for emergency use only; no other use is intended or authorized. If this form is not completed and returned to my child's assigned school, DHS staff will trust that your child will make the proper choice of the options listed on the previous page.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please review this option with your child in advance so that there is no misunderstanding.

**Return to DHS main office ASAP**