

DHS Emergency Plans for Parents

Damascus High H1N1 - Swine Flu Plans

Public Health officials are concerned that H1N1 flu could potentially develop into a more severe strain this fall. Therefore, it is necessary for every school to prepare for the possibility of having to close from some period of time during an outbreak, and for ways to continue teaching and learning. A variety of methods will be used to communicate information such as Connect-ED, Edline, MPCPS Website, Damascus High School Website @

www.montgomeryschoolsmd.org/schools/damascush, and letters. It is very important that you provide the school with the most up-to-date contact information. In addition, you can also receive important school system wide messages by signing up for the MCPS QuickNotes e-mail service and Twitter messaging service through the MCPS website @

www.montgomeryschoolsmd.org. Our plan for possible school closure is listed below. Please read it carefully. More information will be shared at Back to School Night and throughout the year if the need arises.

Aug 31-Sept 4- During English classes, students will be provided their passwords to Edline to sign on the program. Students and parents should check Edline at home.

Sept.3 -Administration will send home Connect Ed message to all households to determine phone numbers that are inaccurate. If any parent, does not receive a call or changes phone number during the school year, it is essential that the parents contact DHS with their new number.

Week of Sept 7 – 11, All teachers will post an assignment on Edline that is due from students by Sept. 14. This will help us determine which students/parents have access to Edline at home. Throughout the year, teachers will periodically post assignments on Edline so students and parents will continue to use it.

Sept 15-At Back to School Night- Provide more information on H1N1 and give new parents Edline passwords

If DHS is closed due to H1N1 (Swine Flu)

Teachers will:

- post lessons and assignments on Edline by noon daily
- develop hard copies of lessons and assignments for families without computers.
- communicate timeline for completion of assignments, drop-off/faxing/emailing assignments and pick-up of graded work.
- provide feedback on assignments via email or comments on hard-copies

Students will:

- access assignments through Edline or obtain hard copies at the designated pick-up site(Guidance)
- turn in completed assignments as e-mail attachment or drop off at designated drop-off site (Guidance)
- pick up graded work (Guidance)

Emergency Situations

- **Code Blue** – An emergency that requires all students to be under supervision and accounted for. Students report to classroom and await further instructions from an administrator.
- **Code Red** – 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.

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 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.
- **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.
- 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