

David R. Cawley Middle School  
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# EMERGENCY GUIDE FOR PARENTS

It's all about Safety in an Emergency  
Information parents need if an emergency arises at our school

Cawley Middle School is committed to providing a safe environment for students and staff. We work collaboratively with local safety officials to ensure that we are well prepared and children are protected. Emergency preparedness is taken very seriously and school administrators and other staff are provided with crisis management training.

This information has been prepared to provide you with important instructions should there be an emergency at your child's school. Please read the following important information carefully, and then save this letter where you can refer to it quickly.

## What parents should do to prepare for a school emergency:

- Be sure your child's emergency contact information is correct. Notify your child's school promptly if this information changes at any time throughout the school year.
- Identify who would be authorized to pick up your child if there is a school or community emergency. Make sure anyone identified as an emergency contact is listed on your child's student emergency information sheet. A child will not be released to an adult unless they are listed as an emergency contact.
- Talk with your child about the importance of remaining calm and following instructions in the event of an emergency.
- Have your child practice his or her full name, address and phone numbers in order to contact you or other authorized adult in the event of an emergency.

## What to do during a school emergency:

- If there is an emergency at Cawley Middle School wait for official instructions that will be communicated using the Bright Arrow Parent Communication System. This telephone message will inform you of what has happened and what you should do (if anything).
- **Please do not call the school since the staff will be busy managing the incident.**
- **Please do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.**
- Students will be kept in school or at another shelter until the end of the school day if possible. If you are asked to pick up your child, the reunification site and the time when you can meet your child will be announced by school officials using the Bright Arrow Parent Communication System.

- When you go to the reunification site, bring a government issued identification card (e.g., driver's license, passport, etc.) and check in with school officials.
- Students will be released to parents/guardians or others named on student emergency information sheets that have acceptable identification.
- If a legal guardian or an emergency information sheet designee cannot pick up a child, the child will remain at the reunification site.

### **Current Emergency Procedures at Cawley Middle School**

- Active Shooter
- Drop, Cover & Hold
- Evacuation
- Lockdown
- Reverse Evacuation
- Scan
- Secure Campus
- Shelter in Place
- Clear Hallway

### **Bright Arrow Phone Communication System**

Cawley Middle School uses the Bright Arrow communication system as part of its ongoing effort to enhance student/staff safety, security, and communications. Bright Arrow will be used to contact parents via phone in a variety of situations ranging from severe weather and power outages to other emergencies. Bright Arrow is also used to inform parents when schools are closed or opening late due to inclement weather. The system may also be used by subgroups within the schools to communicate important information to their designated audience.

Every parent/guardian who has a child attending Cawley Middle School is automatically signed up to receive messages from Bright Arrow.

In order for the Bright Arrow system to be effective, Cawley Middle School must have accurate contact information for all parents/guardians. Without current contact information, the Bright Arrow system will not be able to make the necessary contacts in the event of an emergency.

**Whenever a parent/guardian changes a home phone number, cell phone number, or email address, please notify us immediately so the information can be updated.**