A Parent Guide to: Emergency Preparedness, Support, Crisis Response and School Safety at the Village School

Emergency Preparedness

The Village School has taken steps to ensure your child's safety while in school. We have developed a crisis response plan. Emergency preparedness is basically preparing the steps we will take in the event of an emergency, such as contact information, communication and evacuation plans. The response to each situation will differ based on the specifics of that situation. The flexibility of the plan is the key to its success. In general, the plan involves:

- Continued evaluation of evacuation and lockdown procedures
- Development of a critical response kit
- Designation of one or more evacuation sites
- Provisions for training and updating the plan
- Resources for help during and after an event

Crisis Response

In the case of an emergency situation necessitating the evacuation of the building, children and teachers will exit the building using the following emergency procedures:

- Teachers will walk children to the Park House (yellow house to your left as your enter the carpool lane) or to the West Boxford Fire Station. Parents will be notified by telephone once the children have safely arrived. Further instructions will be given about child pick-up by emergency personnel.

- In the event of a power outage, loss of heat or water, a generator will come on. Parents, and an emergency contact person if necessary, will be notified of the situation. School will remain open until all children have been picked up

- If an emergency prevents the safe evacuation of the building and requires steps to isolate children and teachers from danger, a "Lockdown" will be initiated. Teachers will be told that all children are to remain in the classroom or moved to another designated location that is away from danger. Everyone will remain in the classroom until the "all clear" is given by the Director.

The details of all emergency procedures are listed in the Health Care Policy located in the back pocket of the Parent Handbook.

School Safety

Many steps have been taken to ensure school safety at the Village School:

- Visitor control procedures
- Locked doors
- Prevention strategies
- Response procedures are practiced
- Response procedures are continually reviewed and adjusted
- Parent notification
- Staff debriefing
- Post incident analysis

Teacher Preparedness

All teachers at the Village School are certified in CPR, first aid and medication administration.

Teachers have been trained to follow emergency protocols and routine safety drills are conducted monthly.

Each teacher is certified as a mandated reported of abuse and neglect.

Every Village School teacher has undergone the following: a CORI check (Criminal Offender Record Information) along with entry into the FBI National Fingerprint Database (by 2015); SORI check (Nationwide Sex Offender Registry Information); background check by the Massachusetts DCF (Department of Children and Families).

Support

Parents can help by …

- Maintaining accurate contact information for your child.
- Informing school staff of any change in daily transportation to and from school.
- Reporting any suspicious activity around the school to the police and the school director.
- Maintaining communication between home and school.

The Village School
173 Washington Street
Boxford, MA 01921
Christy Christianson & Andrea Green, Directors
Phone: 978-352-7494
www.myvillageschool.com
Contact:myvillageschool@gmail.com