

## **School Emergency and Drill Information for Parents/Guardians**

Our top priority is our students' safety. School routines can be affected by weather-related events, national events, and local or on-site emergencies. Midway Star utilizes the school phone tree System to communicate with parents via phone calls and email/text in an emergency. Parents/guardians must keep their contact information current and notify the school of any changes.

The nature of the emergency dictates what sort of response protocol school officials will implement to help ensure the safety and well-being of students, staff, and visitors. When a situation arises at your child's school, it is essential to know these terms:

### **Drills**

We conduct regular safety drills throughout the school year. Practice drills include fire/evacuation, tornado, and lockdown. The school is required to hold five fire drills, five lockdown drills, and one tornado drill annually.

### **Fire/Evacuation**

When the fire alarm sounds, the students and staff leave the building quietly and orderly. All persons will move from the building to designated areas at least 50 feet from the building. A color-coded system ensures that all students are accounted for before returning to the building.

### **Tornado**

In the event of a tornado or drill, an announcement will be made over the school address system. Students crouch in a designated interior safe area free of potentially falling debris and glass. If this occurs at dismissal time, students or staff will be permitted to leave the building once the threat has passed.

### **Lockdown**

Should a lockdown occur, an announcement is made over the school address system. If known, more information will be provided, such as "lockdown with Active Shooter, lockdown with the intruder, etc...." All students, staff & and visitors should find a secure location immediately. Lights should be turned off and windows covered. All interior and exterior doors will be locked. Remain in the area until an all-clear is called through the school address system or the rooms are cleared by local law enforcement. Another situation where a lockdown may occur is if an outside threat near the school may not pertain directly to the school. Students will not be released to a parent during a lockdown, and no visitors or students will be permitted entry to the school.

### **Shelter-In-Place**

During a shelter-in-place call, classes proceed as usual within their rooms; however, they must remain in their location until an "all clear" has been called through the school address system. This clears the hallways and provides privacy and support for medical attention to a student or staff member in a potentially unsafe situation. There is no danger to other students or staff during this response. Depending on the scenario, students may not be released to a parent during a lockdown, and visitors or students may not be permitted to enter the school.

### **Reunification**

Students will be moved from the school to a reunification site in specific emergencies. This occurs when reentry to the school on the same day is impossible. If this happens, the school will provide this information to parents through the phone tree system, the school's website, and potentially by our local media outlets. Students will be released only to parents/guardians who are documented as emergency contacts and present a picture ID. This procedure is necessary to account for the whereabouts of all students. The reunification process can be time-consuming, so we urge the parents to be patient.

**Midway Star Academy reunification site: Hmong College Prep Academy:1515 Brewster St, St Paul, MN 55108, United States**

**As a parent/guardian, what do I do in an emergency?**

In a school emergency, the first instinct as a parent or guardian is to pick up the telephone and start calling the school or your child or rush to the school to get your child(ren). However, this can often complicate matters from a safety and security standpoint. Here are some tips for parents or guardians to follow in an emergency.

**DO:**

- Stay close to your phone and wait for the phone tree call/text
- Monitor local radio and TV reports for updates and instructions
- Rely on official communication from the school

**DO NOT:**

- Rush to the school, as your presence could interfere with emergency responders.
- Phone your child or your child's school. For safety reasons, it is essential to keep lines of communication open for emergency response.

Before any emergency, please assist the school by ensuring the emergency contact information on file is complete, accurate, and current. This will help the school promptly communicate important information to you and provide a smooth reunification process.

If you have questions regarding school safety and security, please get in touch with the school administrator, Mr. Mohamed Warsame. And Mr. Hassan Hade at (651)642-0667