



EDMOND PUBLIC SCHOOLS

Empowering all students to succeed in a changing society

August, 2008

RE: EMERGENCY PROCEDURES

Dear Parent/Guardian:

Edmond Public Schools personnel take very seriously the need to anticipate and, to the extent possible, to engage in advanced planning for responding to potential emergency and/or disaster circumstances that could arise in our schools or community. School site and district personnel, in conjunction with local, state and federal agencies and authorities, participate in awareness and strategy planning sessions for a variety of situations.

Should a major disaster – such as a tornado, fire or criminal event – occur during school hours, plans have been formulated to care for your child at the school site. As would be expected, during a time of crisis, additional precautions will be in place to help ensure your child's safety and security. Your support and assistance with the following will be vital to success.

1. Do not telephone the school. Telephone lines may be needed for emergency communication. Turn your radio to KOMA-1520 AM, KTOK – 1000 AM, KJOY – 98.3 FM and KMGL - 104.1 FM for emergency announcements. If electrical service is not affected, information will be relayed via Cox Channel 18 for Edmond residents, the school district's website, and local television channels.
2. Impress upon your children the need for them to follow the directions of school personnel in times of an emergency. Please instruct your student to remain at school until you or a designee arrive.
3. In the event of a serious emergency, students will be released only to parents and persons identified on the student's enrollment card. Each campus will have a designated reunion site where parents or a designee will be required to show proper I.D. to pick up their child.
4. In the event students must be evacuated, our website (www.edmondschools.net) and Channel 18 will display pertinent announcements. In addition, radio and television stations will be contacted informing parents where the evacuation site is located. At the evacuation site, parents will be directed to a secure area where school officials can process the release of students.

Please discuss these matters with your immediate family and those people you place on your child's enrollment card. Planning ahead will help alleviate concern during emergencies. Please contact Randy Decker, Executive Director of Personnel, at 340-2800, should you have questions.

Yours truly,

DAVID GOIN, Ed.D.
Superintendent

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