

## HOW TO PREPARE FOR A SCHOOL EMERGENCY

1. Provide accurate contact information to your child's school, including home and cell phone numbers as well as e-mail addresses. Notify your child's school promptly if your contact information changes.
2. Talk with your child about the importance of following instructions in the event of an emergency.
3. Tell your child NOT to use portable communication devices unless permitted. The unauthorized use of portable communication devices in the event of an emergency could put people at risk.



Paul Rudolph  
Safety and Compliance Supervisor  
540-662-3888 x88112

## HOW YOU CAN KEEP SCHOOLS SAFE

Keeping schools safe is a team effort with parents, students, staff and members of the community playing a vital role. Here are some ways you can help keep our schools safe and secure.

- Work with your child to map out a safe way for them to walk to school or the bus stop. Avoid busy roads and intersections.
- Encourage children to walk to school or the bus stop with other students and to wait at the bus stop with other students.
- Talk to your child about their day. If they are having problems, consult with school administrators.
- If you suspect your child is being bullied, contact the school principal.
- Report any suspicious activity noted around schools and/or bus stops to the school principal.
- Remind students who drive to school to make sure all windows on their vehicle are closed and the doors are locked.
- Encourage students not to leave valuable items in plain view inside a vehicle.
- Remind students to retain possession of their personal property. Try to limit others borrowing valuable items.
- Do not leave personal property unattended.
- Properly secure all personal property, particularly electronics such as cell phones.

Frederick County Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, political affiliation, disability, or veteran status in the education program and activities, or employment and provides equal access to the Boy Scouts and other designated youth groups.

Questions concerning the application of Title IX and Section 504 should be referred to:  
Title IX Coordinator: John Linaburg, Executive Director of Human Resources  
Section 504 Coordinator: Michele Sandy, Director of Special Instructional Services

1415 Amherst St.  
Winchester, VA 22601  
540-662-3888

# FREDERICK COUNTY PUBLIC SCHOOLS

## SCHOOL EMERGENCY GUIDE 2016-17

### INFORMATION PARENTS NEED REGARDING SCHOOL SAFETY AND SECURITY



Frederick County Public Schools  
1415 Amherst Street  
Winchester, VA 22601  
Phone 540-662-3888  
[www.frederick.k12.va.us](http://www.frederick.k12.va.us)



## SCHOOL SAFETY AND SECURITY

Frederick County Public Schools is committed to providing and maintaining a safe environment for students and staff. The school division works collaboratively with many agencies including the Frederick County Sheriff's Office, Fire and Rescue Department and Virginia Department of Health to ensure that all schools are safe.



All Frederick County Public Schools have established safety and health emergency plans that are specific to each school and are reviewed annually. In addition, safety audits are conducted at every school twice each year and safety/security enhancements are made as a result of the safety audit process. Each school also has established a state-mandated threat assessment team which provides guidance regarding the recognition of behavior that may represent a threat and the appropriate response to such behavior. School emergency drills are held periodically throughout the school year to help students and staff practice the appropriate actions to take in the event of an emergency.

School security officers are employed at James Wood, Millbrook and Sherando high schools as well as the Dowell J. Howard Center and NREP/Senseny Road School. In addition, the Frederick County Sheriff's Office stations school resource officers (SROs) at several secondary schools. The SROs and patrol deputies work together to provide coverage at all schools, as needed. Schools are equipped with secure entrances which require all visitors to enter the building through the front office. In addition to these security measures, the school division has a number of other security systems in place that are not shared publicly, which is a security measure in itself.

## BUZZ-IN ENTRY SYSTEM

Each of Frederick County's elementary schools is equipped with a buzz-in entry system. The system requires everyone visiting an elementary school to utilize an intercom system to identify themselves and the reason for their visit prior to being granted entry into the building. All visitors are required to sign-in at the school's front office.

## FREDERICK COUNTY PUBLIC SCHOOLS' RAPID COMMUNICATION SYSTEM

The Frederick County Public Schools' Rapid Communication System will be used to contact parents/guardians via telephone, e-mail and text message in a variety of situations ranging from severe weather and power outages to other emergencies that may cause a school to evacuate, relocate or lockdown. The system also will be used to inform parents/guardians when schools are closed or opening late due to inclement weather. Individual schools may use the system to communicate information to their school community.



## WHAT TO DO DURING A SCHOOL EMERGENCY

1. Do not go to the school or scene of an emergency unless you are asked to do so. Your presence may interfere with emergency response.
2. Get accurate information and instructions.
  - Listen for messages from the FCPS Rapid Communication System. These messages will be sent via home phone, cell phone, e-mail and text message.
  - Visit [www.frederick.k12.va.us](http://www.frederick.k12.va.us) for up-to-date information and instructions.
  - Follow the FCPS Facebook page at [www.facebook.com/frederickcountypublicschools/](http://www.facebook.com/frederickcountypublicschools/).
3. Do not listen to or spread rumors. The school division will provide frequent updates in the event of an emergency. The FCPS website, the FCPS Rapid Communication System and the FCPS Facebook page are the best sources for accurate information in the event of an emergency.
4. Do not respond to a child's request to leave school. Tell your child to remain calm and follow all instructions from school officials.