

“What Can I Do?”

This is a question every parent will ask during an emergency situation!

Inside of this brochure you will find the following information:

- **An overview of the school’s crisis management plan**
- **A list of information sources you may access in the event of a crisis**
- **The procedures for picking up your child(ren)**



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**Family Information on
Emergency Response**

Family Information on

**EMERGENCY
RESPONSE**



240-236-2600

THE PARKWAY ELEMENTARY SCHOOL EMERGENCY PLAN

PES, in cooperation with the local emergency departments and Frederick County Public Schools, has created a comprehensive Emergency Response Plan.

PES will typically handle most emergency situations with one of two responses: building evacuation or lockdown. Information on the two responses may be found on the adjacent panels.

HOW WILL I KNOW WHAT IS HAPPENING?

The local media sources will assist you in determining what emergency response has been implemented at OES. Sources include:

- FCPS Cable Channel 18
- Radio: WAFY 103.1 FM; WFMD 930 AM; WFRE 99.9 FM; WTHU 1450 AM
- Internet: www.fcps.org

Since we will need the phones to respond to the emergency, call the school only as the last resort.

BUILDING EVACUATION

- School and/or emergency personnel have determined that PES is temporarily uninhabitable.
- Students and staff will evacuate the building to either the back parking lot or Frederick High School.
- Students can be picked up following the procedures outlined below.
- Students remaining throughout the school day will be dismissed at the regular time. Listen to the local media sources for dismissal information.

PROCEDURES FOR PICKING UP STUDENTS

- Be prepared to show a picture identification card. Students can be released **only** to adults identified on the child's Emergency Card.
- Look for the sign "Student Request Gate". You will need to sign out your student there.
- You will then walk to the "Student Release Gate" to meet up with your child(ren). You will need to sign for your child(ren) at this point.
- Once you have your child, please leave the premises promptly to facilitate the release of other student(s) to their parents.

BUILDING LOCKDOWN

- School and/or emergency personnel have determined that the exterior of PES is temporarily unsafe. Two types of lockdowns:
- **PARTIAL LOCKDOWN**— All exterior doors are locked; staff and students may move around the interior of the building; students may be picked up following the criteria identified; all visitors are greeted at the door and must show a picture identification card in order to enter the building.
- **FULL LOCKDOWN**—All exterior and classroom doors are locked; staff and students must remain inside the classroom; students may NOT be picked up until the situation has deescalated; no one, except for law enforcement and FCPS personnel, will enter or exit the building.



Questions, comments or concerns, please contact Stephanie Brown. Thank you!