

To: All Parents/Guardians of USD 505 Chetopa-St. Paul Students
From: Dr. Bobbi Williams, Superintendent of Schools

The staff of USD 505 has updated their Crisis Management Plan that is designed to minimize danger to anyone occupying our schools should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis and to see that they get home safely.

It is impossible to foresee all the potential emergencies, but we feel we have identified the most effective ways to use our resources in order to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the normal routine and will cause inconvenience to all of us. The responsibilities are shared by us - teachers, staff, administrators, and you as parents.

We ask you to follow this procedure if you hear rumors of any school emergency:

- Check the district website and social media accounts; we will post information to those sites first.
- Please do not telephone the school. We have limited phone lines and these should be reserved to respond to the immediate needs of the emergency.
- Unless requested, please do not come to the school to pick up your child. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building.
- If the emergency necessitates relocation of staff and students, you will receive an automated call about where and when to pick up your child. You may also find information on the district website and social media pages.
- If you pick up your child, we ask you to sign your name, the time, and your destination.

Our goal is to be efficient and caring whenever any crisis at school may occur. If you have questions about our crisis procedure plans, please call your child's school and speak with the administrator.

Suggestions for Parents When Responding to Crisis

If your child is involved in or affected by tragedy or other type of crisis, there are some general guidelines or suggestions that may help you to better understand and respond to the situation. You know your child best; however, and should be alert to his/her individual needs, behaviors, feelings, and perceptions.

A crisis is generally viewed as a temporary state of emotional upset or disorganization. It is characterized by a person's inability to cope with a particular event or situation using his/her customary coping strategies and problem solving skills. The impact on an individual depends on the event or situation and on how that person perceives it in relation to his/her life. Crisis may offer the opportunity for significant learning and growth if resolved and integrated into a person's life.

- Make yourself available and accessible to your child if/when he wants to talk. Be flexible and responsive in his needs.
- Try and maintain as much of a routine and sense of normalcy as possible but be tolerant of temporary changes, upsets, and needs. Do not be too demanding or structured.
- Communicate/demonstrate your concern, care, support, understanding, and acceptance. Do not be judgmental or use words like *should* or *must* with respect to their feelings and behaviors.
- By expressing yourself openly and honestly and displaying your confidence (i.e.: *things will improve* or *life will go on*) and coping ability, you can serve as an important role model for your child and increase the likelihood that she will adopt similar behaviors and attitudes.
- Listen to your child when he wants to talk and try to communicate that you understand and accept what he has to say. If he does not want to talk, do not force discussion, but let him know that you are willing to listen when he the need or desire does arise. Do not assume that your child is not reacting or will not react simply because you do not observe an initial reaction.
- Do not try to rescue your child or force her to feel better. Be patient and allow her to recover at her own pace and in her own way.
- Do not try to protect or isolate your child from threatening topics or issues, especially those that he is trying or needing to deal with in order to work through and learn from the crisis.