



The Anderson School has a comprehensive plan to handle emergencies ranging from natural disasters to criminal activity to medical situations. In this letter, we outline some of our safety precautions and provide important information for parents/families.

**Crisis Plan in place:**

- All staff received informational packets and training sessions with step-by-step instructions on what to do in the case of various emergencies.
- We have a system in place for administrators to check that all students are accounted for in the case of an emergency.
- We have a buddy system in place for all of our staff; the buddy system ensures that all staff and their students are accounted for in the case of an emergency.
- Each teacher has a GO Kit with class lists, medical supplies, and communications chains.
- Several times a year, the entire building practices fire drills.
- At least once a year, the entire building practices a lockdown drill and a shelter-in drill.
- Each month, a building-wide safety committee consisting of school administrators, safety agents, and at times visitors from NYC police, NYC fire, and other NYC departments, meets to discuss fire drills, safety measures, and current safety concerns. Each building's principal shares this information with his/her staff.
- The DOE provides CPR/AED training for staff. We have multiple trained staff in the school and in the building.
- Our school's Google Group distribution lists are used to alert parents of emergencies and key information about the emergencies.
- Class and grade reps create a phone chain to alert grade-level parents of emergencies and key information about the emergencies.

**In the case of an emergency, there is some key information for parents to know:**

- If there is an emergency, the school will send out an e-blast and/or initiate a phone chain informing families of the emergency and of important information. We ask all families to remain calm and follow the instructions in the e-blast/phone chain.



- We ask that parents do not call teacher or student cell phones in the case of an emergency. We need teachers/students to focus on the emergency and we need to keep phone lines free.
- If the building is evacuated and it is determined that we will dismiss from the evacuation site, parents/families will be informed by the school.
- If we do an off-site dismissal, we will only dismiss children to people listed on the emergency blue cards. Parents/guardians must bring photo identification with them to pick up a child from the evacuation site; emergency responders may be assisting with dismissal and will not know who you are without identification.