

## LETTER TO PARENTS REGARDING EMERGENCY PROCEDURES JOINT SCHOOL DISTRICT #391, KELLOGG, IDAHO

TO: Parents and/or Guardians of Kellogg School District Students  
FROM: Office of the Superintendent of Schools  
RE: Emergency Procedures for School District #391

The Kellogg School District has just updated the Crisis Procedure Manual in a plan to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he or she gets home safely by walking, by bus, or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to unavoidable emergencies. Any disaster will disrupt the "normal" way of doing things. We share the responsibilities as school administrators with you as parents.

In most emergencies, your children will remain and be cared for at the school they attend. In an emergency affecting the school your children attend and that prohibits re-entry to the building (such as broken gas or water main, fire, toxic chemical spill), students and staff will be moved immediately to an alternative site within the district.

We ask that you follow this procedure if you hear rumors of any school emergency.

1. **TURN ON YOUR RADIO OR TELEVISION.** We will keep the media informed of any emergency. The following stations will be notified in order: KWAL, KREM 2, KHQ-6, KXLY 4, KVNI
2. View updated information as posted on the district web page at <http://www.ksd391.org/>
3. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
4. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT THE SCHOOL.** 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, follow these instructions.
  - a. If for any reason "school" must be evacuated during the regular school hours, your child will be taken to and cared for at another school in the district.
  - b. Stay tuned to the radio and television stations for updated accurate reports and information provided by the school district administration about when and where to pick up your child.

***PLEASE GLUE THIS INFORMATION INSIDE THE COVER OF  
YOUR PHONE BOOK.***