What procedures should I follow when picking up my children after an evacuation?

- All adults picking up children must have picture identification.
- When picking up children at the school, report directly to the office unless directed otherwise by school/emergency response officials.
- When picking up students at the Willow Brook park OR The International Community Church, follow the direction of school officials to the sign-out location.
- SJRCS students will only be released to:
  - A Parent or Guardian
  - An adult designated by a parent or guardian (signed note, phone call, etc.)
- As soon as you have picked up your child, please exit the evacuation location to assist the continuous, safe release of the remaining SJRCS children.

During a lockdown or “Shelter in Place”, what access do I have to my children?

For many parents, their first instinct is to come to the school to check on their children or take them home. Parents are strongly encouraged NOT to come to the school until these designations have been lifted. The school will not be opening the doors to anyone other than authorized emergency personnel. Parents who come to the school could obstruct emergency vehicle access to the school, and even endanger themselves or their children.

St. John Regional Catholic School
8414 Opossumtown Pike
Frederick, Maryland 21702

Phone: 301-662-6722
Fax: 301-695-7505
www.sjrcs.org
Procedures for SJRCS Parents

Lockdown
A lockdown would be used when a situation inside OR outside the school threatens the students/staff and an evacuation cannot be conducted safely.

In the event of a lockdown, all interior and exterior doors, including classrooms, are locked. In addition, all windows are locked and shades/blinds are closed. Students in the hallways or other open areas are moved to the nearest enclosed (locked) space inside the building.

SJRCS staff will be instructed not to allow anyone to enter the building except for authorized emergency personnel, who will enter through the main entrance.

A lockdown situation would more than likely be temporary. As soon as emergency personnel have deemed the situation to be safe, normal school operations will resume and the school will reopen. If after the lockdown the school is determined to be unsafe, then the students and staff will be evacuated and the school will be closed.

Shelter in Place
“Shelter in Place” would be used in the event that students and staff are required to remain in school as requested by local emergency personnel. An example of when “Shelter in Place” would be implemented is when a hazardous substance outside the building poses a threat to the students and staff.

The school building would be used for short term protection from the outside environment until the all clear is given by public safety officials. In most cases, classroom instruction would continue, and students and staff would follow their daily schedules as usual.

Law enforcement and local emergency personnel will advise SJRCS regarding parent access to school to pick up students during “Shelter in Place”. Until then, the school building will remain secured (exterior doors and windows locked) and no one other than authorized emergency personnel may enter or leave the building.

Evacuation
If our school building was determined by emergency management personnel to be unsafe for students/staff and unsuitable for day-to-day operations, the school would close immediately and the students and staff would proceed to one of two locations. We have established two different locations due to the possibility of inclement weather. The specific location will be announced during the course of the emergency updates. In the event of evacuation with the weather conditions conducive to walking, we will walk across the street to the Willow Brook housing development where there is a large park. Directions: Proceed north on Opossumtown Pike, turn right on McClellan Dr., go through two four-way stops and then the park will be on your left.

In the event of an evacuation during inclement weather (snow, rain, etc.), buses will pick up our students and take them to The International Community Church located at 123 Byte Dr. Directions: From the school’s parking lot turn right out of the lot, make a left at the stop light onto Hayward Rd., and then make your third left onto Byte Dr. and the church will be on your left.

***Please ensure that the school has complete and updated emergency contact information for your child.