



**Mazapan
school**
La Ceiba, Honduras

Emergencies: a guide to parents

MAZAPAN SCHOOL SECURITY PROCEDURES

All gates that lead to the outside are locked when school is in session and a security guard is posted at each of the three entrances. In order to enter our campus, the parent/visitor may only enter through the main entrance and must obtain a visitor's pass. Any unauthorized person on school property will be reported to the school superintendent or his/her designee. Unauthorized persons will be asked to leave and escorted off campus. Visitors are required to wear a temporary badge which indicates an individual is an authorized visitor.

HOW MAZAPAN SCHOOL WILL RESPOND TO AN EMERGENCY

When the Superintendent and/or designee determines that an emergency response is required, there are five possible plans:

- 1. Go-Home Plan:** Parents will be notified to pick up students as quickly as possible. The main office and homeroom teachers maintain the names and contact numbers of family and designated guardians.
- 2. Shelter Plan:** Keeps students in their buildings when it is safer to stay inside than to go out. Generally, sheltering is for a short time during the school day, but the school is prepared to shelter students up to 24 hours if necessary. A part of the Shelter Plan is a Stay-Put Plan. In this case, all students are directed to remain in their current classrooms until further notice. Students not in classrooms will be escorted to a supervised restricted area and remain there until further notice.
- 3. Evacuation Plan:** Requires all building occupants to leave and go somewhere else. Evacuation may mean only going outside and away from the building while waiting for the danger to pass. In some circumstances, students and staff may need to be temporarily relocated to a specified area, such as the Piñansa or Cervecería area. If it becomes necessary to move students to a secure location outside their regular school building, the school will attempt to reach all parents to notify them of the location to which their child has been moved.
- 4. Lockout Plan:** A lockout is a procedure which allows the school to continue with a normal day, but restricts outside activity, and allows no UNAUTHORIZED PERSONNEL on the campus. If there is a situation requiring a lockout, all doors and windows must be locked. It is most commonly used when the threat is general or the incident is occurring outside the school building, on or off school property. Students will not be released to parent/guardian while a lockout is in

progress; however they will be notified for child pick up as soon as the imminent threat has passed.

- 5. Lockdown Plan:** If there is a situation requiring a lockdown, the Superintendent or designee will issue an order to execute the Lockdown Plan. A lockdown is a special kind of sheltering plan that requires individuals to remain within the safety of their immediate area to protect them from impending danger. The presence of an intruder may be one reason to invoke this type of response. Students will not be released to parent/guardian while a lockdown is in progress; however they will be notified for child pick up as soon as the imminent threat has passed.

EMERGENCY PLANNING DRILLS

We will conduct various tests of our Emergency Plan during the school year. These drills will be coordinated with the Fire Department and DOLE Security Department. We will advise the students and staff at the time of the drill. Communication procedures will be included in the test.

SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?

NO
We strongly encourage parents
NOT
to come unless directed to do so.

We understand that it is a parent's natural instinct, in an emergency situation, to go to the school to protect his/her own child. It is important to realize that doing so may significantly affect the school's ability to effectively respond to the situation. Cars driving up to the premises, for example, will restrict access by emergency vehicles that are responding to the emergency. The school's staff will be actively working to ensure the safety of ALL the students.

It may be practical for you to come and pick up your child from school and you may believe that every student taken home by a parent reduces the responsibility of the staff, but in fact, in an emergency situation that requires a great deal of careful coordination and communication, it actually makes the critical task of keeping track of students more difficult. For this reason we ask that parents be patient with us and follow the instruction given. We will advise all parents to pick up their children when it is safe to do so.

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OBTAINING INFORMATION DURING AN EMERGENCY

During an emergency, we will make every effort to contact you using the information we have on file. The administration has a master copy of every child's emergency contact information that they carry with them during an emergency.

When possible an email will be sent using the family registry on file. To obtain information parents are encouraged to visit the school's website at www.mazapanschool.org, where updates will be posted throughout the course of an emergency. The radio stations and Standard Fruit de Honduras, will be apprised of all developments as well, and will be asked to broadcast emergency information needed by parents, just as they do during cancellation of classes.

Other sources of information are the PTA officers, who will be among the first people contacted by the school. The Superintendent and/or the principal may sometimes ask the parent organization to utilize their phone chains to disseminate information during an emergency.

BE PREPARED AND PLAN AHEAD

The three most important things you can do are:

1. Make sure our office records are **up-to-date** with current emergency contact information.
2. Speak with your child about emergency situations and explain to them the importance of listening carefully and following instructions.
3. Review with your child any alternative arrangements you have made in case an emergency prevents you from being home.

Mazapan school is committed to making sure that our students and staff are prepared should we encounter an emergency. Over the last several years, the school's Emergency management program has been revised in coordination with DOLE's Security Department and in alignment with the Manual for American-Overseas Schools. The Mazapan Emergency plan continues to develop and addresses an enormous range of issues.

Should disaster strike the first and foremost concern of every Mazapan staff member will be for the safety of the children in our care.

This guide provides a brief description of how the school will respond to certain emergency situations and explains how Mazapan School parents can support these vital efforts.

IMPORTANT TELEPHONE NUMBERS

Mazapan School

Tel: 443-2716

Fax: 443-3559

E-mail: mazapan@la.dole.com

Standard Fruit of Honduras

443-0511 or 443-1001

Ext. 2056 or 2057

Radio El Patio: 91.5 FM, tel. 443-0019

Radio San Isidro: 105.3 FM, tel. 443-2478