

SCHOOL EMERGENCY CARD  
FOR PARENTS

Important information you should have  
during a school emergency.

*Please remove the attached cards and  
carry with you at all times.*

Family emergency numbers and notes

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PENN-HARRIS-MADISON  
SCHOOLS ARE PREPARED FOR  
AN EMERGENCY

As a parent, you can feel confident that we are prepared to handle emergencies. Each P-H-M school has a crisis team and key staff members assigned to a Safe School Committee. Each staff member has an assigned role with responsibilities to perform during an emergency. Every school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses. Our Director of Safety and Student Services works closely with law enforcement, fire departments, emergency medical responders and the county department of emergency management. These important community partners are familiar with our schools and work with us to evaluate our procedures and plans. They are ready to assist us in any emergency situation.

SAFE SCHOOL HELPLINE  
1-800-4-1-VOICE (418-6423)  
EXT. 359

School safety depends on an alert and informed community with students, parents and staff members working together.

Please report any safety or security concerns that you may have to your school principal or the  
**SAFE SCHOOL HELPLINE**  
**DIAL: 1-800-4-1-VOICE (418-6423) EXT. 359**  
**Text: TIPS to 614-426-0240**  
**Mobile App:** Download the “Safe School Helpline” app from the App Store or Google Play  
**Online: [www.safeschoolhelpline.com](http://www.safeschoolhelpline.com)**



Penn-Harris-Madison School Corporation  
55900 Bittersweet Road, Mishawaka, IN  
46545

574-259-7941 • [www.phmschools.org/safety](http://www.phmschools.org/safety)

Director of Safety, Security & Student Services  
574-258-9551



DO YOU KNOW WHAT TO  
DO IN CASE OF A SCHOOL  
EMERGENCY?





## WHAT YOU CAN DO TO PREPARE FOR A SCHOOL EMERGENCY

1 Provide **accurate emergency contact information** to your child's school and notify the school immediately of any changes.

2 Remove the attached **School Emergency Card for Parents** and carry it with you in your wallet.

3 **Review the emergency terms and situations** listed below so you know what to do should an emergency happen.

Penn-Harris-Madison School Corporation is committed to providing a safe and secure environment for students, staff and visitors. We work closely with national, state and local safety officials including police, fire, emergency medical services and the county health department to ensure that our schools are well-prepared for an emergency. Together we have developed a comprehensive Emergency Response Plan that serves as a guide to help staff and our public safety partners respond to a crisis in our schools.

# SCHOOL EMERGENCY INFORMATION EVERY PARENT SHOULD KNOW

### WHAT IS AN INTERNAL LOCKDOWN?

During an internal lockdown, all school interior doors are locked and students are secured in their classrooms and instructed to utilize the ADD principle of AVOID, DENY and DEFEND. No entry into school is permitted during an internal lockdown. This takes place if there is a threat or possible threat inside the school.

### WHAT IS AN EXTERNAL LOCKDOWN?

During an external lockdown, all school exterior doors are locked. This takes place if the threat is outside of the school. If the situation allows, parents could be admitted into the school with proper identification.

### IF THE SCHOOL IS IN AN EXTERNAL LOCKDOWN, WHAT TYPE OF IDENTIFICATION WILL I NEED TO ENTER THE SCHOOL?

Once officials decide that it is safe for you to enter the building, you will need to show a proper form of identification such as a driver's license, military ID, Penn-Harris-Madison school ID or other valid photo identification.

### HOW WILL I KNOW IF A SCHOOL IS IN LOCKDOWN?

The main entrance doors will be locked and a sign may be posted on the front door indicating that the school is in a lockdown. A message about the lockdown may be available on the district's website [www.phmschools.org](http://www.phmschools.org) and School Messenger notification may be utilized.

## WHAT TO DO DURING A SCHOOL EMERGENCY

You can get important information during a school emergency by doing one or all of the following:

- ✓ Check the district's website [www.phmschools.org](http://www.phmschools.org)
- ✓ Tune in to local television and radio for news alerts
- ✓ Check texts and voicemails from **PHM School Messenger**

During an emergency, it is critical that you receive important information and directions from school officials before going to the school or to the scene of the emergency. You can be sure that accurate and timely information will be released to parents, the public and the media during any emergency incident.

### WHAT DOES SHELTER-IN-PLACE MEAN?

**Shelter-in-Place** refers to moving students and staff to interior rooms with few or no windows and taking refuge there until the danger has passed. This action is designed to keep students safe from any hazardous materials that have been released into the air. This is not the same thing as going to a shelter in case of a storm, though some of the same areas may be used. Shelter-in-Place is used if it is determined that evacuation or dismissal could place students at risk.

### IF THE SCHOOL IS EVACUATED, HOW WILL I BE ABLE TO LOCATE MY CHILD?

Each school has a reunification plan for helping parents locate their children. Parents will be directed to a specific location where they will be required to show proper identification. Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a noncustodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

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### SCHOOL EMERGENCY CARD FOR PARENTS

*Keep this in your wallet or carry with you at all times.*

When a school emergency has occurred, a parent can get critical information and directions by checking:

- ✓ District website [www.phmschools.org](http://www.phmschools.org)
- ✓ Local television and radio for news alerts
- ✓ Texts and voicemails from **PHM School Messenger**

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