



September 2018

Dear NCCS Parents/Guardians:

RE: SCHOOL EMERGENCY PROCEDURES

This letter is to inform you that New Covenant Christian School has a school-wide Emergency Response Plan in place to address student and staff safety matters in the event of a local disaster or school emergency. The Emergency Response Plan is a preparatory measure. Statistics show schools are still among the safest places to be on a day-to-day basis, due to the strong commitment of educators, parents and communities to their children. Nevertheless, disasters do happen, and because of that, no community can be complacent in its efforts to make its schools even safer. For this reason we continue to train our Staff and Faculty, plus our Safety Task Force Committee actively meets to review procedures and to identify protocols that will increase our awareness and preparedness.

Drills

Although it is unlikely that the Emergency Response Plan will need to be fully activated at New Covenant, the possibility still exists. Therefore, to prepare all members of our school community, including your child, to act on a moment's notice, we will conduct emergency procedure drills periodically throughout the school year addressing a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during different types of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur.

Parent-Child Reunion "Rally Point"

The Emergency Response Plan incorporates a systematic approach to reuniting children with their parents in the event of a real emergency when the school premises must be evacuated. New Covenant has made arrangements with Living Waters Chapel on Jay Street to be the Rally Point location. Should it be necessary to activate this Rally Point, you will be notified through one of the school's mass communication systems (i.e., email, website, Facebook, texting, voice recording, or local radio and television station broadcasts).

452 Ebenezer Road, Lebanon, PA 17046
717.274.2423
717.274.9830 (fax)
www.nccspa.org

Reuniting With Your Child

In order to ensure your child's safety, it is necessary for us to establish some protocols related to picking up your child. Therefore, please be advised of the following guidelines when picking up your child from the Rally Point.

- A student will only be released to those individuals listed on the student's Emergency Procedure Form as having permission to pick up that student. It is critical that the information and phone numbers are current on this very important reference.
- You will be required to present valid identification. The school may be receiving assistance from other schools or outside agencies, and therefore, may not know you. This step is required to protect your child from any unauthorized individuals attempting to pick up your child.
- You will be required to sign for the release of your child. This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not take your child from the Living Waters Chapel Rally Point without signing for his/her release. We recognize that you may be worried and want to be reunited with your child as quickly as possible; however, this system has been established to ensure your child's safety. You may be jeopardizing your child's or another child's safety by not adhering to these procedures.
- Should our normal bus system be unable to transport your child home, your child will be kept at the Rally Point until such time as you can arrange to pick up your child.
- If you are unable to pick up your child, he/she will be kept at the Living Waters Chapel Rally Point until alternate arrangements can be made. Your child will be supervised at all times.

Keeping Informed During an Emergency

During a real emergency, you probably will not be able to reach the school by phone, as staff will be busy responding to the emergency and the needs of the students. We will, however, make every effort to contact parents, either directly, or through New Covenant's mass communication system. Additionally, we may utilize local radio and television station broadcasts to relay information. **Please do not call the school, and do not call your child's cell phone during an emergency.** Phone lines need to be kept accessible at all times, and overloading the phone system may mean that the school will not be able to communicate with first responders.

New Covenant will also make every attempt to keep parents informed by posting information and updates regarding the emergency on New Covenant's website (www.nccspa.org), Facebook, mass texting and with voice recordings on our phone system.

Lastly, we want you to know that your cooperation in preparing your child in the event of an emergency and helping us to ensure his/her safety is greatly appreciated. As always, if you have any questions or concerns regarding information in this letter, please feel free to contact me at jhubbard@nccspa.org or call me during our regular work hours of 7:30 am – 3:30 pm at (717) 274-2423.

In Him,



James Hubbard
Administrator/CEO