



Chambersburg Area School District

# Safe School Planning

Dear Parents and Guardians:

We want you to know that there are extensive safety measures in place within the Chambersburg Area School District to help keep your child or children safe. We have a District Safety Committee that works to ensure that the district emergency plans are current and that all staff members are prepared to respond to a wide variety of school emergencies. An All Hazards School Safety Plan has been designed with the help of school security staff members, as well as local law enforcement, emergency management, and public health officials. Plans are regularly reviewed and updated. These plans include procedures for how to respond to all types of hazards and critical incidents.

This publication has been designed to provide you with important information that you need to know in the event of an emergency at school. We encourage you to read this information carefully and to keep it available so that you can refer to it quickly.

Kind regards,  
Dr. Joseph Padasak, Superintendent

## Accurate Communication is a Necessary, Important First Step

- In the event of an emergency, our School Messenger System will relay information to students, parents, and guardians by way of an automated telephone message.
- This system only works effectively if your contact information is accurate.
- To verify your contact information, please call your child's school.
- To update the information, you must visit the school office and request a student information update form.
- Be sure to specify the name of anyone else besides yourself who is authorized to pick up your child. Students will only be sent home with adults listed on the student record and those adults must have a photo ID.

## What You Need to Know About Protective Actions

If any of the following events occur, parents and guardians will be notified via the School Messenger System, the district's website, and social media alerts. **Please do not call the school.**

**LOCKDOWN:** This action is most commonly used for intruders or active shooter situations. In a building lockdown, no one will be permitted access to or exit from the building except emergency personnel.

**BUILDING EVACUATION:** Faculty, staff, and students will be notified of the need to leave the building by a public address announcement or the fire alarm system.

**OFF CAMPUS EVACUATION:** A campus evacuation will require either walking a short distance to a designated place of safety to shelter or an evacuation by school transportation to a designated place of safety. **Parents and guardians: please do NOT come to school.** Excessive motor vehicle traffic will make the movement of emergency vehicles extremely difficult.

**SHELTER-IN-PLACE:** During a shelter-in-place situation, conditions outside the building warrant the need to stay inside until public safety officials declare the threat to have passed.