



The Preparatory Charter School of Mathematics, Science, Technology & Careers

Pat Wright
Chief Executive Officer

Jo Ann P. Moore, M.Ed.
Principal

Dear Parent/Guardian

We want you to be aware that The Preparatory Charter School of Mathematics, Science, Technology and Careers (PREP) has made many preparations to deal effectively with emergency situations that could occur in or around the school while your child is arriving to school, in class, or leaving school. While we hope that a natural disaster or other serious incidents never occurs, our goal is to be prepared for any potential emergency. It will always be our first priority to protect all students, staff, and visitors from harm and we pledge ourselves to that cause.

This letter outlines the safety measures we have in place as well as definitions for terms that we use during emergency situations. I hope you find this information helpful and reassuring.

In order for our emergency action plan (EAP) to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire departments. We also depend on you, as parents, to support our emergency response efforts. Your cooperation is vital to helping us protect the safety and welfare of all our students and school employees. Therefore, we ask parents to observe the following procedures related to our school's emergency action plan.

1. Talk to your children and emphasize how important it is for them to follow instructions from their teachers, school officials, and emergency responders during a school emergency.
2. Carefully read all printed information you receive from the school. You may receive updates about our safety procedures from time to time.
3. During an emergency, please do not telephone the school. We understand and respect your concerns for your child, yet it is essential that the telephone system be available for emergency communication. Additionally, if our school is in lockdown, then no staff members will be available to answer the phone as they will be working hard to protect your children and themselves from the threat.
4. We also ask that you don't call or text your child because we would need their undivided attention.
5. Do not come to the school unless instructed to do so. We realize how difficult it will be for you to keep your distance from school, but this will be crucial to keep the surrounding streets and parking lot clear for emergency vehicles. Parents' vehicles at or near the school could impede medical aid responders from arriving at or departing from the school with your children or other victims. Emergency responders might also be forced to divert their attention from the critical crisis response in order to address or protect parents. Parents' presence at the scene of the crisis could actually endanger not only themselves, but students and staff members as well.

Contact Information

Please make sure your emergency contact information is always up to date. If you are not currently receiving communications for the school, please email lcrittini@prepchs.org or dfiorelli@prepchs.org or call the main school 215-334-6144.

School Emergency Procedures

Please familiarize yourself with the terms we use during emergency situations.

- **Lockdown:** Used to secure school building during an incident that poses an immediate threat of violence in or around the school. Doors are locked & hallways are cleared of students and staff. The staff will be adhering to ALICE procedures.
- **Hold & Secure:** Used to shelter students and staff inside the building. Students remain in their classroom and instruction can continue.
- **Shelter in Place:** Used depending on the weather and climate outside of the building students and staff will shelter inside the building at their designated areas.
- **Evacuation:** When students and staff are moved out the building to a pre-designated safe location identified in our EAP as a rally point.

Expectations in an Emergency

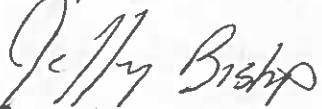
Our first priority will always be the safety of our students, faculty, staff, and visitors in our buildings. In the event of a lockdown, shelter in place, hold and secure or fire, and initial message notifying families of the situation will go out via robocall. The message will contain the type of emergency and any information surrounding the specific incident that we are permitted to provide.

Your Role During Emergencies

In the event of an emergency, please do not call the school or enter school grounds. In an emergency, onsite staff are focused solely on getting everyone to a safe location. Showing up to the school can create unnecessary traffic, preventing emergency vehicles from responding quickly, and more importantly may put you in danger. If you get a call or text from your child, help them remain calm and remind them that the school staff are trained and know what to do in an emergency situation. Information will be shared with parents /guardians as it becomes available. This is done through our webpage and social media channels.

We are proud that PREP is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or any other aspect of our school safety procedures, please contact our security department at (215)-334-6144 ext 1010 or email us at security@prepchs.org or jbishop@prepchs.org

Sincerely


Jeffrey Bishop, Head of Security