What to Do in the Event of an Emergency:
A Guide for Families

The purpose of this guide is to inform families of the safety procedures Grand Valley Local Schools has put in place for a variety of events. It is our hope that families use this guide in the event of an emergency in order to know what to do, where to go, and what to expect.

GVLS WILL NOTIFY AND PROVIDE REGULAR UPDATES TO ALL FAMILIES VIA THE ELECTRONIC COMMUNICATION SYSTEM DURING ALL EMERGENCY SITUATIONS .

FIRE

- Students will evacuate the building just as they have done during drills. If it is determined by the Fire Department that we need to evacuate the premises, grades Pre-K-12, including Headstart and Autism classes will go to Kraftmaid. ***(See Kraftmaid Evacuation Procedures)***
- You will be notified by the electronic notification system as to where students are and how and when they will return home.

TORNADO

- Students will assemble in the hallways designated as Tornado Shelters and will “Duck and Cover” until the danger has passed.

BOMB THREAT

- All staff and students will remain in the building until law enforcement and administration has given the clear for the building to be evacuated.
- If told to evacuate, all staff members are aware of the evacuation procedures and will implement them. ***(See Kraftmaid Evacuation Procedures)***

LOCKDOWN

- In the event of an intruder in the building, staff and students will be notified that the building is in LOCKDOWN.
- Every staff member has a Lockdown Procedure they will follow depending upon where the intruder is and the circumstance.
- Staff is prepared to remain in Lockdown mode for several hours. Each classroom is equipped with food, water and provisions needed to address bathroom needs.
- Law enforcement will determine the course of action that is to be taken and Grand Valley administrators and staff will implement and electronically communicate with families as often as possible.

(Please turn over)

KRAFTMAID (150 Grand Valley Ave, Orwell) EVACUATION PROCEDURES

- In the event that GVLS must evacuate students, law enforcement and first responders will block off Rt. 45 at 322, Park St. and Hague Rd. to ensure student safety.
- **YOU WILL NOT BE ABLE TO GET TO THE SCHOOL OR KRAFTMAID UNTIL THE ROAD IS RE-OPENED, PLEASE PLAN TO GO TO KENNAMETAL (180 Penniman Road, Orwell) WHERE A PARENT STAGING SITE WILL BE SET UP.**
- Kraftmaid and staff have worked together and each building will assemble in a designated area at Kraftmaid.
- Once bus drivers are assembled, **ALL** Middle School and High School students will be bussed to their homes, regardless of whether they were to be picked up, drove their own vehicle, or walked to school.
- Once the Middle School and High School students have been taken home, busses will return to Kraftmaid to take the Elementary students home.
- **Only those students who were on the pick-up list that day, or on the everyday pick up list will remain at Kraftmaid.** If you did not write a note and send it in to school that morning your child will be riding a bus to home or the daycare provider. Please, do not assume we picked up phone or email messages.
- **ELEMENTARY STUDENTS CAN BE PICKED UP BY THOSE WHO ARE ON THE EMERGENCY FORM ONLY. THEY CANNOT GO WITH FRIENDS OR NEIGHBORS.**
- Clear instructions for pick up will be provided through the electronic communication system.
- High School and Middle School students who are Open Enrolled in GVLS can be picked up by families when the Elementary students are picked up.
- Students, staff and families will not be permitted on GVLS property until law enforcement determines it to be safe. An electronic message will be sent out when the property has been cleared.

It is the intent of Grand Valley Local Schools to keep our staff and students safe. Please keep that in mind and know that we will do everything possible to ensure safety.

Your patience and cooperation are needed in all emergency situations. We ask that you abide by the procedures that GVLS and law enforcement have established.