



Charter School *for* Applied Technologies

# SCHOOL EMERGENCY GUIDE FOR PARENTS

## SAFETY PREPARATIONS IN PLACE

The Charter School for Applied Technologies (CSAT) is committed to making school safe for students and staff. We work closely with local and state agencies, public health officials and first responders to ensure that we are well prepared and children are protected. Each school has a designated safety team, and staff who have been trained to respond in emergency situations.

Should an emergency occur, our first priority is to ensure that the students are safe and protected. Our schools, government officials and first responder agencies will make every effort to provide a steady, reliable flow of information to our families, using our One Call Now system, website, and in some instances social media.

Communication with parents during an emergency is very important to CSAT, but we do ask that you please be patient and understand if we are unable to respond to you as completely or quickly as you would wish.

Our first priority is the safety of your child and the other children in the school.

[www.csat-k12.org](http://www.csat-k12.org)

### Elementary

2303 Kenmore Avenue  
Buffalo, New York 14207  
(716) 876-7505



### Middle

24 Shoshone Street  
Buffalo, New York 14214  
(716) 710-3065



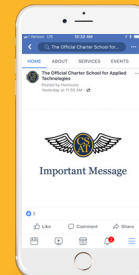
### High

2245 Kenmore Avenue  
Buffalo, New York 14207  
(716) 871-7400



### Family Support Center

317 Vulcan Street  
Buffalo, New York 14207  
(716) 871-7400



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 The Official Charter School for Applied Technologies

 CharterSchoolforAppliedTech

 CSAT

## WHAT TO DO DURING A SCHOOL EMERGENCY

During an emergency, every possible step will be taken to ensure student safety. If an incident occurs, it is only natural for parents to want rush to the school. However, parents must be careful to avoid hampering the work of school and public safety officials. In the event of an incident, we ask that you:

### REMAIN CALM

Do your best to cooperate with school and public safety officials. If your child contacts you, try to remain as calm as possible. They are looking to you for reassurance.

### GET ACCURATE INFORMATION

Do not listen to rumors. Remember, most people, including your child, may only know pieces of a larger, more complex situation. In the event of an emergency, the superintendent will send a message to parents via the One Call Now system. Also, check the website for information -- [www.csat-k12.org](http://www.csat-k12.org).

### KEEP PHONE LINES OPEN

Be aware that excessive phone calls could jam the phone system and hamper emergency communications. In addition, should a building be on Lockdown, no communication will take place in or out of the building.

### BE PATIENT

Information will be shared with families as it becomes available. Students will be released to their parents, guardians, or emergency contact persons as soon as possible.

### LISTEN CAREFULLY TO INSTRUCTIONS

There may be situations when you should NOT go to the school or scene to pick up your child. Please cooperate with requests from school officials and emergency responders before coming to the scene.

Please note that some circumstances may prevent parents from picking up their child or may require that your child be picked up at a location other than school. CSAT will communicate with you about where and when to pick up your child. If the emergency warrants, you may be directed to a safe place where you can be briefed on development.

## HOW CAN I PREPARE?

There are several proactive steps you can take to be prepared in the event of an emergency:

- Keep your child's **emergency contact information** up-to-date. Call 871-7400 ext. 4120 to change your phone number, address or email.
- Talk with your child(ren) about the importance of following instructions during the event of an emergency.
- Make sure your child(ren) are familiar with a safe, alternate site where they should go if they arrive home unexpectedly to an empty house. This could occur for example, when poor driving conditions hinder your ability to get home before your child's bus.

### ONE CALL NOW SYSTEM

One Call Now is an automated calling system used to notify parents of school related emergencies\*. *(Please note that it is also used as a reminder to parents and students of upcoming events and activities).*

Call Susan Bilquin to update your contact information to ensure you receive calls in the event of an emergency: (716) 871-7400 ext. 4120.

*\*Calls will go to the primary contact listed for students.*