

American Nicaraguan School Emergency Procedure information for Parents

The American Nicaraguan School has procedures in place to handle different types of emergencies, such as an earthquake, fire and imminent danger. Teachers are informed of these procedures and are provided with an emergency manual detailing protocols for different types of emergencies. ANS also runs periodic drills to ensure that school personnel responds to an emergency situation in a manner that will provide safety to students, teachers, parents and visitors. **We ask parents not to come to school immediately during an emergency situation.** If the students are to be dismissed, this will be done following the appropriate procedures. (See below for information on full evacuation).

Listed below is specific information related to an evacuation in case of an emergency.

In case of an emergency

- School personnel and students will follow the procedure pertinent to the emergency. The procedure may call to evacuate buildings and move to a safe location of the school. These locations are generally in open areas outside the classrooms as instructed in the evacuation maps. Teachers and school personnel will remain with students and will wait for further instructions.
- Maintenance personnel will shut off utilities (Gas and electricity) and assess the classroom and other structures for damage to deem if it is safe to return.
- Security personnel and/or local authorities will be alerted of any need for involvement of internal or external security.
- The school doctor, nurse, and first aid trained personnel will establish a first aid center in the green area in front of the infirmary.
- The school's Emergency Management Team (Director General, Assistant Director, Principals, Business Director and Facilities Manager) will assess the situation and decide on next steps. A command center will be established in order to coordinate all emergency activities. An official spokesperson will be selected from the Emergency Management Team to disseminate information and communicate internally and externally.

If a full evacuation is required:

(This procedure will apply for any type of emergency requiring full evacuation of students)

- Parents will be notified via phone, email, social media, school webpage and radio or TV if necessary. (Please see additional forms of communication).
- Students will be escorted to soccer field #1. (This is the main soccer field located in the athletics area of the school near the pool and the covered athletic area.)
- Students will be grouped by grade level and dismissed by family using their last name.
- A written control of the students that are dismissed and who picks them up will be established.
- There will be two exits, main entrance gate and south gate by Pista Suburbana. Parents and/or drivers may access the school through either gate.
- Parents and/or drivers should remain in their vehicle and ***give their last name to the personnel directing traffic.*** They will communicate with the personnel in the soccer field and have ***a staff member bring the students to the vehicle.***
- Alternatively, parents and or drivers may park and walk to the main soccer field to retrieve the family from the ANS staff member. **Traffic lanes must remain clear for emergency vehicles.**
- It is important that all ANS families follow this procedure for dismissal. By doing so we are ensuring that all students are safe and accounted for.

Responsibilities as an ANS parent:

Before an emergency:

- Ensure that the school has all the necessary contact and medical information.
- Participate in parent meetings on emergency procedures.
- Read the emergency procedures information.
- Reinforce emergency procedures with children.
- If applicable, review and reinforce company/embassy emergency procedures with children.

During an Emergency:

- **Do not come to school right away. We may not be able to let parents in the school or dismiss any students at the onset of the emergency. The school will inform you if children will be released. (please refer to the full evacuation procedure described above)**
- Do not call the school unless is absolutely necessary. We will contact you. Telephone lines need to

remain open in order to communicate with emergency services.

- Ensure that accurate information is received via email, website, social media, radio, TV, press.
- Be alert for and report rumors/unsubstantiated information to school administration.
- Follow instructions given by designated spokesperson.
- If requested to collect your child(ren), follow correct procedures and instructions given by school.

After the emergency

- Debrief experiences at appropriate meetings/conferences with school personnel.
- Respond to any school request for feedback.
- Report counseling and/or emotional needs of children to school personnel and outside specialists.

Additional forms of communication

ANS will set up a Whatsapp group for further emergency communication with parents and in case other forms of communication fail. Parents wishing to receive information through either of these means should send a message to **87876159** using whatsapp. The following guidelines will apply:

- The messaging groups are set up with the specific purpose of reaching parents in case of an emergency affecting the whole school.
- The main forms of communication to parents from school will continue to be via phone, email, school webpage, and/or social media.
- The messaging groups will be used to broadcast official information from the school to the parent community in the event other forms of communication fail.
- Conversations among members of this emergency group are discouraged.
- No individual messages will be responded.
- Calls to this phone number will not be answered.
- ANS administration reserves the right to remove any member of this emergency group if not following these guidelines.

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Evacuation Release

The American Nicaraguan School personnel will make every effort to contact parents to inform of an emergency and/or full evacuation and dismissal of students. Please fill the Evacuation Release Form to enable us to release your child(ren) to those people you designate.

In the event of an Emergency that will require full evacuation of the school and where ANS has decided to dismiss students, my child may be released in compliance with the American Nicaraguan School's full evacuation procedure to the following individuals: (alternately, you can fill this form online by [clicking here](#))

Relative/Friend _____
Phone/Cell _____ Other _____

Relative/Friend _____
Phone/Cell _____ Other _____

Relative/Friend _____
Phone/Cell _____ Other _____

Relative/Friend _____
Phone/Cell _____ Other _____

My child(ren) Name and grade(s)
