

# Tewksbury Public Schools

139 Pleasant Street  
Tewksbury, Massachusetts 01876



## Emergency Parent / Guardian Information **Please keep in a convenient location for quick reference!**

We know that in the event of an emergency, parents/guardians will be understandably concerned about their children and will want access to them. We understand your need, but hope that you will remain calm and work with us to ensure safe and accurate monitoring of all our students. Students will not be released until we have completed attendance and managed the immediate emergency.

In case of an emergency during school hours, or affecting school operation, (such as a snowstorm, windstorm, earthquake, fire or lockdown) please note the following important information:

- **Please do NOT call the school office to make dismissal arrangements for your child or to ask if school will be closed or on a late start schedule. Our phone lines quickly become jammed and our office staff must be available to deal with students and the emergency!**
- Our office phones may be forwarded to a district phone bank in an emergency.
- Tewksbury Public Schools will broadcast emergency messages, when necessary, using several methods. General emergency messages, early and late school openings and closings can be found on the district homepage, [www.tewksbury.k12.ma.us](http://www.tewksbury.k12.ma.us).
- **One Call Now:** During a school emergency, One Call Now quickly sends important messages to parents/guardians via telephone. This automated system only works if your contact phone numbers are current in our student information system. One Call Now will contact each student at two phone numbers. If any of these numbers change, they should be updated through your child's school office personnel. Please make sure your child's school has all of your current home, cell and work numbers, as well as contact information for another person who may be called in an emergency if you cannot be reached.
- Announcements will be made on Television Stations (Channels 4, 5, 7, 25 and NECN) and *Twitter@tpsdistrict*.

If an emergency should occur while your child is at school:

- **Remain calm—don't panic!** Remember that we have your students' best interests at heart and will do everything possible to keep them safe.
- **If we need to relocate students: Tewksbury Memorial High School will serve as the District's evacuation site. Students will be bussed to the high school and a student release station will be established in the gymnasium lobby.**
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- **If the emergency is at Tewksbury Memorial High School, high school students will be relocated to the John W. Wynn Middle School.**
- **Please do NOT block access to our only high school entrance.** In order to avoid parking issues during an emergency, police will direct you where to park so you can walk to the student release station. Please drive carefully and note that cars will need to turn around to exit.
- **When you arrive at the school, please proceed immediately to the student release station. Do NOT go to the evacuation locations! Your students will be brought to you at the student release station.** Parents/Guardians will not be allowed past this point without permission.
- **Students will not be released until we have completed our attendance procedures. Please wait patiently.**
- A student will not be dismissed from school in a major emergency unless a parent, guardian, or an individual designated by the parent or guardian comes to the release station for documented pick-up and release. **Please bring photo identification with you. Please notify the designated adults on your dismissal plan, that photo ID will be required. You will be required to complete a form for each child that you are picking up.** You will need to provide the child's name, your name, your intended destination, phone number, and signature.
- **If the school is NOT evacuated in an emergency, the student release station will be located in the school office, library or gym. Look for signs directing you to the location.**
- During emergency situations, circumstances could arise that might force changes to the student release location. If this is the case, parents/guardians will be informed of changes via the local media and through school resources.

\*In the event that there is a need for an emergency early dismissal, the school will follow parent procedures as stated on each student's emergency information form.