



Charleston Day School

EMERGENCY AND CRISIS COMMUNICATION PLAN 2019-2020

At Charleston Day School, the safety of our students, staff and their families is our number one priority. The School has a comprehensive plan in place in order to make emergency communication as efficient as possible. After an emergency has been identified, the School will notify parents as soon as possible with specific details and information, as warranted.

Emergency communication tools:

Charleston Day School uses an app called **CrisisManager by SchoolDude**, which allows the School to send out blanket text notifications to all parents at one time, or to specific grade levels of parents. The system also allows parents to access a majority of our emergency plans. An additional benefit is that families can also have grandparents, guardians or babysitters access the system in order to keep everyone updated in a time of need. Please follow the attached instructions in order to download the CrisisManager app by SchoolDude. It is free of charge and is available for both iPhones and Android phones. The app is easy to install and looks like the picture below.



In addition to the CrisisManager app notification, Charleston Day School parents will be contacted through **email**, and information will be shared on our **website** and **social media** outlets.

Emergency situations may include:

- Natural disasters (earthquake, tornado, hurricane, flood)
- Severe weather
- Fires
- Bomb threats
- Medical emergencies
- Trespasser/Intruder
- Weapon on campus
- National catastrophe
- Abduction/Missing Person
- Outbreaks of disease or infections

Please note there will also be times when we use this system in a non-emergency situation to communicate with parents when students are away on field trips.