

WHAT IS HAPPENING?

HOW YOU WILL FIND OUT ABOUT AN EMERGENCY SITUATION OF WHICH YOU AREN'T ALREADY AWARE

Examples: fire or building damage, power or utility disruption, dangerous activity at or near the school, sudden severe local weather

As soon as we can, we will begin notifying parents using the telephone tree and email. If we cannot reach a parent, we will call one of your emergency contacts.

You may be asked to:

Pick up your child as soon as possible
or
Pick up your child from a site other than MSNV or
Wait for further information/instructions

We will use our website

www.msnv.org

to post emergency updates in as timely a way as possible, given the particular emergency situation.

Depending upon the nature of the emergency, it may be difficult for you to reach the school by telephone. Please try to stay calm and understand that the safety of your child is our highest priority. We will do everything we can to communicate with you and let you know what you should do.

It is possible that an emergency could occur at the school (for example, a serious injury) that would not require you to be informed immediately. In this case we may decide to send a letter to parents or use the telephone tree at a later time.

IF YOU ALREADY KNOW OF A POTENTIAL EMERGENCY SITUATION, HERE IS HOW YOU CAN FIND OUT WHAT IS HAPPENING AT MSNV

Examples: severe weather warning, civil disturbance, chemical or biological threat

FIRST: Resist the urge to call the school immediately. Understand that school phone lines must be kept open for communicating with emergency personnel.

INSTEAD, using our School Closing Policy as a reference:

Check our website-

www.msnv.org

Check announcements on MSNV's voice mail, **703-256-9577**

Turn on the TV to Channel 4, and 7
Listen to local radio broadcasts.
Wait for notification via the phone tree or email

If you must call the school:

You will probably hear a recorded announcement explaining what is happening. Please, understand that you may have difficulty getting through our voice-mail system. Our phones lines may be disrupted by the emergency. Try to stay calm and understand that the safety of your child is our highest priority. We will do everything we can to communicate with you and let you know what you should do.

Alternate cell numbers may be available when the main number is not functioning:

571-213-4707
703-309-3430

PICKING UP MY CHILD

PICKING UP YOUR CHILD AT MSNV

Examples of emergencies requiring special pick up procedures from MSNV:

Power outage, water problems, severe weather, damage to school/school property, dangerous activity in vicinity and fire.

Follow MSNV's recommendations.

Assess the actual danger to your child. It might not be wise to try to come for your child immediately. You may be advised to stay at home or work until it is safe to travel. It will be easier to communicate special pick-up arrangements when we know where you are.

MSNV's driveway may be inaccessible or difficult to negotiate. Be prepared to park in the neighborhood and walk down to the school, or follow other traffic control measures upon arrival.

SHELTER IN PLACE: This procedure is used in the event of a chemical or biological incident. Students will be kept indoors, and parents will be notified when it is safe to pick up your child.

Important: All students must be signed out when picked up during an emergency.

PICKING UP YOUR CHILD FROM ANOTHER SITE

Examples of emergencies requiring pick up from another site:

damage to school/school property, civil disturbance, hostile visitor, bomb threat, field trip emergency (pick up site contingent on situation)

Evacuation information may be communicated to you via:

Telephone tree
MSNV website—www.msnv.org
MSNV voice mail—
703-256-9577
Sign outside the school

Location of special pick-up sites:

1. Poe Middle School
(closest public shelter)
7000 Cindy Lane
Annandale, VA 22003
703-813-3800

Directions: from MSNV drive to the opposite end of Pacific Lane and turn left. Poe School is straight ahead.

2. Home of Margaret Masters

5012 Kingston Drive
Annandale, VA 22003
703-658-9415

Directions: from MSNV drive up Pacific Lane two blocks and turn left on Kingston. Go approximately ½ mile to #5012 on your right.

Important: All students must be signed out when picked up during an emergency.