

School Safety Information for Families

Cambridge Public Schools strives to provide a safe and nurturing environment to support learning. However, incidents within a school or outside a school may require emergency action. This bulletin provides important instructions for what to do if there is an emergency at your child's school. Please talk save this sheet where you can refer to it quickly.

Parents/Guardians/Caregivers:

- Be sure the school has your current emergency contact information. Include home, work, and cell numbers for all parents/guardians/caregivers.
- High school students should provide their cell phone number to their Dean's office.
- Be sure the names of adults authorized to pick up your child are on file with the school.
- If your child has a medical condition or requires medication, please speak with the school nurse. This information could be very important during an emergency.

School Procedures:

- **Evacuation.** Students and staff quickly exit the school building if there is a hazard inside. If students must remain outside the school building, students may be relocated to designated shelters (see list in the column at right.)
- **Lockdown.** Students are protected from a security threat within the school building by remaining silent and invisible behind closed classroom doors.
- **Secure & Hold.** Students are kept in the school building if there is a security threat outside the school. Exterior doors will be secured but activities within the school will not be restricted.
- **Shelter-in-Place.** Students are sheltered in the building if there is an airborne hazard such as chemicals released from a transportation accident outside the building. Students may also be sheltered in the building if there is severe weather in the area.
- **Reunification Procedures.** Following an emergency, student/family reunification procedures may be used. Parents and guardians who have been identified in advance will be allowed to pick up their child after showing government issued identification.

If there is an emergency at school:

- **Please do NOT come to school!** If all parents descend on the school, motor vehicle traffic around the school will impede the movement of emergency vehicles.
- **Please do NOT call the school!** You will be notified via the District's automated system and provided with instructions.

School Evacuation Shelters:

Amigos	Morse School, 40 Granite St.
Maria L. Baldwin School	Graham & Parks School, 44 Linnaean St.
Cambridge Rindge & Latin School	Day care to Fire HQ; Functional Academics to Media Arts Center (454 Broadway), all others to Harvard University
Cambridgeport School	Fletcher Maynard Academy, 225 Windsor St.
Fletcher-Maynard Academy	Cambridgeport School, 89 Elm St.
Graham & Parks Alternative School	Baldwin School, 85 Oxford Street
Haggerty School	Russell Youth Center, 680 Huron Ave.
Kennedy-Longfellow School	King Open & Cambridge Street Upper 840-850 Cambridge Street
King Open and Cambridge Street Upper	Kennedy-Longfellow School 158 Spring Street
High School Extension	Cambridge Rindge & Latin, 459 Broadway
Martin Luther King and Putnam Avenue Upper School	Cambridge Rindge & Latin, 459 Broadway
Morse School	Amigos School, 15 Upton St.
Andrew Peabody and Rindge Avenue Upper School	Graham & Parks School, 44 Linnaean St.
John M. Tobin/Tobin Montessori and Vassal Lane Upper	Sheila Doyle Russell Youth Center, 680 Huron Ave. (Haggerty School is backup)

More Information: www.cpsd.us

