



AFNORTH International School  
*Directorate*

Emergency Notification System

**Emergency Notification System → Please Sign Up before September 4th, 2017**

AFNORTH International School is implementing an Emergency Information System. You need to subscribe if you want to be part of the system. This system ensures we are able to contact you immediately in case of severe emergencies or in case we have to send important and urgent messages to you. We ask that you sign up to be included in this system before September 4th. If you have any questions regarding this system, please contact the Directorate or your National Section.

**Information**

The service we are using is provided by Picasse (see <http://picasse.com>). AIS is not allowed to use the personal information we have on file, because it was not collected for that purpose.

In case of critical occurrences we will inform all registered parents by using a text message plus phone (voice message) and e-mail. You will need to have a smartphone or an "old school" cell phone. People with a smartphone have the additional option to install the "Picasse Ontvanger" (android/IOS/windows phone) application.

**To Register**

For registering we do need the following information from you:

- The e-mail address,
  - the first name
  - the last name
  - cell phone number.
1. Visit our schools website: <http://afnorth-is.com/info-center/parent-support/>
  2. Choose: Parent Support
  3. Use the password: *secret*
  4. Complete the Google Form
  5. Hit the Send Button. This information will be sent to: [erie@afnorth-is.com](mailto:erie@afnorth-is.com)
  6. Wait for an acknowledgement e-mail
  7. Within 3 to 4 days, you will receive confirmation of your registration
  8. Check your information is accurate. Contact [erie@afnorth-is.com](mailto:erie@afnorth-is.com) if the information is incorrect.
  9. You can install the Picasse Receiver app at this point, if you wish to use this additional tool.

*Please put this information in an accessible place*



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### Emergency Notification System

#### **The Emergency Notification System explained.**

*The following notifications categories will be used.*

#### **In case of severe emergencies or in case we have to send important and urgent messages to you.**

1. Inclement Weather: School begins late. More information will follow ASAP
2. Inclement Weather: Early Dismissal. More information will follow ASAP
3. Inclement Weather: School is closed. More information will follow ASAP

#### **In the event of inclement weather:**

- a risk assessment will be done by the Director in consultation with the Management Team.
- Parents, pupils and staff will be notified by radio broadcast if classes are cancelled or if bus routes are running late or not operating. AFN and WDR are contacted by the Directorate. The announcements will also be carried in the German language wherever possible.
- An announcement is placed on the school web site
  - The website: [www.afnorth-is.com](http://www.afnorth-is.com)
  - Follow our school twitter @AFNORTH\_IS, on the web: [https://twitter.com/afnorth\\_is](https://twitter.com/afnorth_is)
  - Facebook <https://www.facebook.com/AFNORTHSchool>

Inclement weather notifications takes place ONLY when classes are being cancelled, bus services are more than 30 minutes late or being curtailed. Where pick-ups on specific bus routes are definitely known to be considered behind schedule, radio announcements will also be used to minimize the time that children will need to wait outside for their buses.

#### **In the event of technical problems, the following notifications will be used:**

4. Technical Problems: School is Closed. More information will follow ASAP
5. Technical Problems: Early Dismissal. Buses depart at ... hours. More information will follow ASAP

#### **In the event of a critical situation the following notification will be used:**

6. Lock Down: We have a critical situation. Do not contact or come to the school. More information will follow ASAP

#### **In cases an armed person comes into the building, hostage situation, or violence within one section of the school.**

- The school will go into a lock down.  
In this case it is very important that you don't block the telephone lines and streets around the school. Please do not call the school or your child. Keep the lines free. Do not come to school. The security forces of JFCB HQ and the Netherlands will do their best to protect your children. You will receive further information as soon as possible.

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**In case the building is not safe the following notification will be used.**

7. Full evacuation: School will be evacuated. Do not contact or come to the school, more information will follow ASAP

The school will evacuate to JFCB HQ or - on advice of the authorities - another location deemed to be safe. In this case it is very important that you do not block the school telephone lines and streets around the school. Please do not call the school or your child. Keep the lines free. Please, do not come to school. The security forces of JFCB HQ and the Netherlands will do their best to protect your children. You will receive further information as soon as possible.

**How to use the "Picasse Ontvanger" app:**

1. Add the following Picasse contact on your phone: +31642500091 and name the contact: AFNORTH Alert
2. Configure the app "Picasse Ontvanger" to prevent power drainage on smartphone: deactivate GPS (just in this app), deactivate Bluetooth (just in this app)

In case of concerns or questions please do not hesitate to contact the Directorate via: [erie@afnorth-is.com](mailto:erie@afnorth-is.com)

*Please put this information in an accessible place*