HCPSS

Completing the Emergency Procedure Card

❗ =*Warning*　　🕐 =*Timesaver*　　✉ =*Note*

About the Emergency Procedure Card

The Howard County Public School System (HCPSS) has implemented a new process for parents/guardians to complete Emergency Procedure Card (ER Card) information. Parents/guardians must complete an ER Card for each student.

✉ **NOTE**: You must have a valid HCPSS Family Portal user name and password to access the new ER Card. If you have forgotten your username and password or if you experience any issues completing the ER Card, please contact your student's school.

The ER Card is organized into separate pages. You must verify and/or enter information on each page. The pages are:

- **Student Information**: Your student's address and contact information.
- **Parent/Guardian Information**: Information for the student's parents or guardians.
- **Contacts**: Your student's authorized contacts in case of an emergency.
- **Medical Information**: Your student's health information.
- **Arrival/Departure Information**: Instructions for your student's method of transportation for arrival, departure, and early closing.
- **Media Release**: Permission to use your student's photo in print, TV, radio, online and/or via social media.
- **Data Confidentiality**: Permission to release your student's information to various organizations.

You will be able to save your work and finish at another time if necessary by clicking the **Save & Finish Later** button. All of the data you entered will be saved. Also, you will be able to copy the contact information you entered for one student to any remaining students in your family.

Access the Emergency Procedure Card

1. Launch your Internet browser, e.g., Firefox, Internet Explorer, or Safari.

✉ **NOTE**: Make sure your browser is set to allow for pop-up windows.

2. In your browser's Address Bar, type https://epstudentinfo.hcpss.org

🕐 **TIMESAVER**: You may want to bookmark this page as a favorite for future use. For security reasons, do not have the browser remember your username and password.

3. In the **Login ID** field, enter your HCPSS Family Portal username.

4. In the **Password** field, enter your HCPSS Family Portal password.

5. Click **Log in**. You will see a list of your students.

> **Welcome Smith, Mary!**
>
> Please select a student to update the student emergency information. *
>
> ⦿ **Smith, Amy**
> ◯ **Smith, John**

✉ **NOTE**: If you don't have an account, click the Register link to be re-directed to the Family Portal page of the HCPSS website. There you will see instructions for creating an account.

Completing the ER Card

Student Information

1. Select a student in the list and click **Next**.

> 👤 **NAME:** Smith, Amy   **GRADE:** 04
>
> **STUDENT INFORMATION**
>
> **Last Name:** Smith   **First Name:** Amy   **Middle Name:**
> **Student ID:** 008223456   **School Year:** 2014-2015   **Grade:** 04
> **School Name:** Phelps Luck Elementary School   **Date of Birth:** 10/5/2003   **Gender:** Female
> **Primary Language:** English ▾
> **Student Home Phone:**   **Student Work Phone:**   **Student Cell Phone:**
>   Work Phone   Cell Phone
>
> **NOTE: IF YOUR STUDENT'S ADDRESS HAS CHANGED, YOU MUST NOTIFY THE SCHOOL'S FRONT OFFICE.**
>
> **Student Home Address**
> Address Line: 1234 Main Street
> Unit / Apt#: 12
> City: Columbia
> State: MD
> Zip Code: 21044
>
> **Student Mailing Address** (Blank if same as home address)
> Address Line:
> Unit / Apt#:
> City:
> State:
> Zip Code:

2. Update the student's **Primary Language**, **Student Home Phone**, **Student Work Phone**, and **Student Cell Phone** as necessary. If you do not have a land line, enter the cell phone number of the parent/guardian.

3. Click **Next**.

✉ **NOTE**: If the student's address has changed, you must notify the school front office. You will not be able to update the address here.

HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

Parent/Guardian Information

Update the information for each of the student's parents/guardians as necessary:

- Relationship to student
- Primary and Alternate Email Address
- Address
- Home Phone, Cell Phone and Work Phone
- Does the Parent/Guardian need an interpreter to communicate with the teacher/school? If you select yes, please select the appropriate language.
- Is Parent/Guardian active military duty? If you select yes, please list the location.

PARENT / GUARDIAN INFORMATION

NAME: Smith, Mary

Lives with Student: ☑   Emergency Contact: ☑   Can Pick Up the Student: ☐

Relationship to Student:
Mother

Email Address:
mom@yahoo.com

Alternate Email Address:
Alternate Email Address

Address Line:
1234 Main Street

Unit/Apt#:
12

City:
COLUMBIA

State:
MD

Zip Code:
20144

Home Phone:
410-555-1212

Work Phone:
410-123-4567

Cell Phone:
443-123-4567

Does Parent/Guardian need an interpreter? ● Yes ○ No

If yes, what language:
Czech

Is Parent/Guardian active military duty? ● Yes ○ No

If yes, list location:
Ft. Meade

Emergency Contacts

Current contacts recorded for your student will display. You can edit existing contacts, add new contacts, and remove contacts. If no changes are needed, click **Next** to advance to the next page.

EMERGENCY CONTACTS

🗁 To add a new emergency contact, click the **Add New** button.
🗁 To update an existing emergency contact, click 👤 on the contact row.
🗁 To permanently delete an existing emergency contact, click 👤 on the contact row.
🗁 Remember to save (by clicking Save button) after making changes before you go to the next page.

Add New

First Name	Last Name	Relation	Priority	Lives With Student	Pick up student without consent	Home Phone	Work Phone	Cell Phone	Edit	Delete
Smith	Mary	Mother	1	Yes	No	410-555-1212	410-123-4567	443-123-4567	👤	👤
Smith	Bob	Grandfather	1		Yes				👤	👤
Smith	Tom	Father	2	Yes	No	410-555-1212			👤	👤
Jones	Lisa	Aunt	3		Yes				👤	👤

HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

Add a New Contact

1. Click the [Add New] button to add a new emergency contact.
2. Scroll down to the **Contact Details** section.
3. Complete the contact information as requested.
4. Click **Save** in the bottom right corner of the Contact Details section.

Update a contact

1. Click the **Edit** icon 🧑 for the contact to update. The selected contact row will highlight in yellow. The **Contact Details** section will populate with the current information.
2. Make the necessary edits.
3. Click **Save** in the bottom right corner of the Contact Details section.

Delete a contact

1. Click the **Delete** icon 🧑 to remove a contact from the list of contacts.
2. Click **OK** to confirm your decision to delete.

    NOTE: You will not be able to delete contact priority 1 or 2 as these priority positions are reserved for parents/guardians.

Medical Information

Enter your student's medical information:

-   Child's Medical Physician/Provider – this is a required field.
-   Phone Number
-   List any pertinent health problems
-   Does your child have health insurance? – this is a required field.

Arrival/Departure Information

On this tab you will record your student's arrival, departure, and early closing transportation information. Select one transportation method for morning, afternoon, and unscheduled closing.

Type your name in the **Parent/Guardian Name** field before clicking **Next**.

Media Release

On this tab you will grant or deny permission to use your student's photo in print, TV, radio, online and/or via social media. Select this checkbox if you <u>do not</u> want your student photographed.

Data Confidentiality

On this tab you can restrict the release of student information to various organizations. Select the various checkboxes as appropriate.

Sign and Submit

Before you submit your emergency contact information, you will have the option to copy the Parent/Guardian and Emergency Contact Information to another student. You will have the ability to edit the copied information before submitting.

✉ **NOTE**: Medical, Arrival/Departure Information, Media Release, and Data Confidentiality information will not be copied to the next student. You must complete this student for each student separately.

SIGN AND SUBMIT

* Indicates required

You have successfully completed the emergency procedure and confidentiality information for **Smith, Amy**

Copy the Parent/Guardian and Emergency Contacts Information to another student's emergency procedure/student info form ?

⦿ Yes ○ No

Select a student from the below list:

⦿ **Smith, John**

NOTE : If you selected the option to copy the Parent/Guardian and Emergency Contacts Information to another student, all the information from Parent/Guardian and Emergency Contacts is copied to the selected student and you will be taken to the selected student's page. Please review the copied data before you submit again. (Applicable for users with more than one student).

| Parent/Guardian Name: * | Mary Smith |
| Date: | 8/11/2014 |

Submit   Home

Click **Submit** to complete the ER Card and submit the information.

✉ **NOTE**: If you experience any issues completing the ER Card information, please contact your student's school.