

IN AN EMERGENCY

Parent guide



THE ROLE OF PARENTS & GUARDIANS IN AN EMERGENCY

Parent Responsibilities During a School Emergency and Reunification After a School Emergency

In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or to rush up to the school and get your child/children. The truth is, this only complicates matters from a safety and security standpoint.





Parents too close to an incident often hinder the rescue attempts of first responders on the scene. The best action parents can take in an emergency is to stay close to their phone/email and to monitor the district website for regular updates.

How can you help?

Ensure that your child's emergency contact information is accurate and current. The district primarily uses ParentSquare for immediate emergency notifications to parents. The district may also use the district website, phone calls and social media to notify parents. Become familiar with your school's emergency communication procedures. Each school is committed to providing accurate and timely information in the event of an emergency.

In Case of a School Emergency

Although your first reaction might be to call or rush to your child's school, please follow the tips listed below:

-  **DO monitor the district website and your phone for ParentSquare alerts.**
-  **DO trust only official communication from school or public safety officials.**
-  **DO monitor for information regarding reunification with your child.**
-  **DO NOT rush to your child's school. Your presence could interfere with emergency responders.**
-  **DO NOT call your child or school. Staff and students are discouraged from using cell phones until they are safe.**



School Emergency Response Procedures

When and Why Students and Staff are asked to Secure, Lockdown, Shelter or Evacuate

A school crisis can take on a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school.

The nature of a school crisis dictates whether school officials will put in place a **secure, lockdown, shelter, evacuation** or any combination of these protocols, as a means to ensure the safety and well-being of students and staff.

Safety Terms and Procedures

In the event of an emergency at your child's school, it is important to know these terms:

SECURE "Get Inside. Lock Outside Doors."



This occurs when there is criminal activity in the community or an unsafe situation outside of the school. Staff will secure the exterior doors and monitor the situation, preventing any unauthorized visitors into the school. Students will continue with school activities and will not be permitted outside until the all-clear announcement is made.

LOCKDOWN "Locks, Lights, Out of Sight"



A lockdown takes place if an internal threat is identified at the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed until an all-clear announcement is made. For their safety, students will NOT be released during a lockdown.

EVACUATE "To _____"



In the event of certain building emergencies, students will be relocated to an evacuation assembly area.

SHELTER "For a Hazard Using a Safety Strategy"



Students take shelter in designated areas to protect themselves from hazardous materials or severe weather.

REUNIFICATION



The district will follow established procedures when releasing students to any parent/guardian. Students will only be released to a parent/guardian who presents a valid government issued photo identification.

How will I be reunited with my child?

Parents and/or guardians will be directed by school or public officials to their child's specific location via the district website or ParentSquare alerts. Students will be released **ONLY** to parents and/or guardians who are documented as emergency contacts and who present a valid government issued picture ID. The reunification process can be time-consuming so parents are urged to be patient.

