



## AMITY REGIONAL SCHOOL DISTRICT NO. 5 SCHOOL EMERGENCY QUICK REFERENCE GUIDE FOR PARENTS

*A school emergency can stem from a number of events including an environmental event, such as a gas leak; a weather emergency, such as a tornado warning; or safety event, such as an intruder in or near the school. The nature of the emergency dictates the safety response that the school will implement.*

### **Type of Responses**

Decisions to respond to a school emergency are usually made through collaboration between local first responders and school personnel.

- **Secure School Mode** - Access to the school campus and school building will be closed. Outdoor activities move inside the school building. Indoor activities continue as planned.
- **Shelter in Place** - Access to the school campus and school building will be closed. Outdoor activities are suspended. Hallways are cleared and students remain in classrooms.
- **Lockdown** - Access to the school campus and school building will be closed. Outdoor activities move to designated spaces. Students inside the building are locked into classrooms and remain locked in classrooms until cleared by police. Use of cell phones and school phones is prohibited.
- **Evacuation** - Access to the school campus and school building will be closed. Students and staff immediately exit the building and move to designated outdoor spaces.

### **Reunification**

Parents/Guardians will be provided with directions for reunification from school personnel or first responders. Reunification on-site will occur when the emergency response is ended and the school building and school campus are reopened. Reunification may occur off-site. Students will be released only to parents/ guardians who are documented as emergency contacts in PowerSchool and who present a picture ID such as a driver's license, military ID, or passport. The reunification process uses a 2-gate system and can be time-consuming, so parents are urged to be patient.

### **Communication**

Official communication will be provided through Amity's Swift K12 system. While text messages may be sent, emails will have the most comprehensive information and parents should look for the Swift K12 emails.

Parents/guardians should check their PowerSchool accounts to ensure the most accurate contact information - including cell phone numbers and email addresses - has been provided.

### **Parents' Role in a School Emergency**

We understand that, in a school emergency, the first instinct as a parent may be to text your children and tell them to leave. Another response may be to rush up to the school to pick up your children. This complicates matters from a safety, accountability, and security standpoint. There are ways, however, that you can help school staff and first responders:

- Rely only on official communications from the school or local first responders; do not use social media or news reports for sources of information.
- Look for emails and text messages from Swift K12; do not call the school for information.
- Reassure your children if they text you and tell them to follow the directions of school staff and first responders; do not direct them to leave school or to move to a less safe location.
- The school campus will be closed in all school emergency responses; do not come to the school campus.
- Update emergency contact information in PowerSchool regularly; emergency contacts cannot be updated on the day of an emergency event.