

EMERGENCY GUIDELINES for Parents & Guardians



What you need to know:

1 BEFORE A SCHOOL EMERGENCY

Be prepared.

- So that we can keep you informed, make sure your child's emergency contact information is accurate, current and updated as needed. To update this information, please contact your child's school directly.
- Sign up to receive emergency email or text messages at www.acps.k12.va.us/lists

Be informed.

Familiarize yourself with the following emergency terms and procedures:

Secure the building: Secure the building, formerly known as "lock-in" takes place if a threat is identified *outside* the school. All school doors are locked but classes continue as normal. No entry into or exit from the school will be allowed.

Lockdown: A lockdown takes place if a threat is identified *inside* the school.

For full details of the "secure the building" and "lock down" procedures visit www.acps.k12.va.us/emergencyfaqs.

Shelter-in-Place: Students take refuge in designated areas to protect from hazardous materials or severe weather. Entry or exit from the school will be controlled.

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

2 DURING A SCHOOL EMERGENCY

TRUST!

- ▶ Trust that during an emergency we are first doing what is needed to protect students, and then communicating to parents as quickly as possible when we have full and accurate information.
- ▶ Trust that staff and students are prepared for emergency situations. Schools participate in emergency drills throughout the year, and staff and emergency responders know the best procedures for keeping students safe.
- ▶ **DO NOT call or rush to your child's school.** Phone lines, staff and local roads are needed for emergency response efforts.
- ▶ **DO NOT phone/text your child.** The noise of cell phones and phone conversations could put students in danger. Also, students need to be paying attention to the instructions from trained staff. Conflicting instructions from parents may put a child's safety at risk.

Stay informed.

Check MULTIPLE official outlets for updates:

- ▶ ACPS hotline: **703-866-5300**
- ▶ ACPS website: **www.acps.k12.va.us**
- ▶ Emergency email or text messages (Sign up for this service at www.acps.k12.va.us/lists)
- ▶ Automated phone messages from ACPS
- ▶ ACPS-TV Channel 71 and local TV and radio stations
- ▶ ACPS on Twitter: @ACPSk12, @ACPSespanol
- ▶ ACPS on Facebook: facebook.com/ACPSk12, ACPSespanol

3 AFTER A SCHOOL EMERGENCY

How will I be reunited with my child?

Parents/guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the emergency communication outlets listed here. Students will be released **ONLY** to parents/guardians or other designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, military ID, Permanent Resident ID card or passport. Please remember to bring your ID with you, and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.

The reunification process can be time-consuming, so everyone is urged to be patient.

Recovery:

Following the emergency, we encourage parents to:

- Listen to and acknowledge your child's concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.

Should you or your child have serious concerns in response to an emergency or crisis, contact your child's school directly for information and guidance.