# Emergency Communication 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.

Follow the school system on Twitter @ AthensALSchools and like us on Facebook (Athens City Schools). **Due the quickness of these outlets, all official emergency information will be posted here.**

### Be informed.

**Familiarize yourself with the following emergency terms and procedures:**

**Modified Lockdown:** A lock-in takes place if a threat is identified ***outside*** the school. All schools doors are locked but classes continue as normal.

**Lockdown:** A lockdown takes place if a threat is identified ***inside*** the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed.

**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 our first priority is the safety and protection of students. Once students are safe and we have full and accurate information regarding the situation, communication efforts to parents will be initiated.

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 instructions from trained staff. Conflicting instructions from parents may put a child's safety at risk.

### Stay informed.

**MULTIPLE outlets will be used for updates:**

- Twitter (@AthensALSchools)
- Facebook (@AthensALSchools)
- Blackboard Mass Notification System (phone, text and email). Download the APP to received PUSH notification and text messages from ACS)
- Local TV and radio stations

## 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. Please contact your child's school to update emergency contacts. All individuals picking up students, will be required to present a valid picture ID such as driver's license, military ID, Permanent Resident ID card or passport.

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.
- 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.

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