

# SCHOOL EMERGENCY GUIDE FOR PARENTS

## It's all about Safety in an Emergency: Information parents need if an emergency arises at your child's school

**Elgin ISD** is committed to providing a safe environment for students and staff. EISD works collaboratively with local safety officials to ensure that we are well prepared and children are protected. Emergency preparedness is taken very seriously, and school administrators and other staff are provided with crisis management training.

This information has been prepared to provide you with important instructions should there be an emergency at your child's school. Please read the following important information carefully, and then save this brochure where you can refer to it quickly.

### What parents should do to prepare for a school emergency

- ✓ Be sure your child's emergency contact information is correct. Notify your child's school promptly if this information changes.
- ✓ Identify who would be authorized to pick up your child if there is a school or community emergency. Make sure anyone identified as an emergency contact is listed on your child's student emergency information card.
- ✓ Talk with your child about the importance of remaining calm and following instructions in the event of an emergency.
- ✓ Have your child practice his or her full name, address, and phone numbers in order to contact you or other authorized adult in the event of an emergency.

### What to do during a school emergency

- ✓ If there is an emergency at one of the Elgin ISD schools, wait for official instructions that will be communicated using the EISD website ([www.elginisd.net](http://www.elginisd.net)), SCHOOL MESSENGER, and official EISD and/or campus social media accounts. This telephone message will inform you of what has happened and what you should do (if anything).
- ✓ Please do not call the school since they will be busy managing the incident.
- ✓ Please do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.
- ✓ Students will be kept in school or at a neighboring school or other shelter until the end of the school day if possible. If you are asked to pick up your child, the reunification site and the time when you can meet your child will be announced by school officials using the EISD website, SCHOOL MESSENGER, and official EISD and/or campus social media accounts.
- ✓ When you go to the reunification site, bring a government issued identification card (e.g., driver's license, passport, etc.) and check in with school officials.
- ✓ Students will be released to parents or guardians who have acceptable identification and who are named on the student emergency information card.

- ✓ If a legal guardian cannot pickup a child, the child will remain supervised at the reunification site.

### **Emergency procedures in all Elgin ISD Schools**

- ✓ **Evacuation.** Students and staff quickly exit the school building if there is a hazard inside.
- ✓ **Reverse Evacuation.** Students are protected from an incident by remaining in the building with doors locked. Instructional day will continue to the extent possible.
- ✓ **Lockdown.** Students are protected from an incident within the school building by remaining behind locked classroom doors. There is no movement in the building/instruction stops.
- ✓ **Shelter-In-Place.** For use in external gas leak or chemical hazard scenarios. Students are sheltered in the building when there is an incident outside the building.
- ✓ **Severe Weather.** Based on the severity of the storm and current weather conditions, portable building occupants will be instructed to move inside to the main building. Once instructed, students and staff quickly move to pre-designated safe areas.

### **SCHOOL MESSENGER Rapid Communication System**

**Elgin Independent School District** uses the SCHOOL MESSENGER Rapid Communication System as part of its ongoing effort to enhance student/staff safety, security, and communications. SCHOOL MESSENGER will be used to contact parents via telephone in a variety of situations ranging from severe weather and power outages to other emergencies that may cause a school to evacuate, relocate, or lockdown. SCHOOL MESSENGER also will be used to inform parents when schools are closed or opening late due to inclement weather. The system may also be used by individual schools to communicate important information to their specific school community.

Every parent who has a child attending EISD schools is automatically signed up to receive messages through SCHOOL MESSENGER.

In order for the SCHOOL MESSENGER system to be effective, EISD must have accurate contact information for all parents. Without current contact information, the SCHOOL MESSENGER system will not be able to make the necessary contacts in the event of an emergency.

**Whenever a parent changes a home phone number, cell phone number or e-mail address, they need to notify their child’s school so the information can be updated.**

*Elgin Independent School District*  
www.elginisd.net

#### **Phone Numbers**

Administration Building	(512) 281-3434	Elgin Middle School	(512) 281-3382
Booker T Washington Elementary	(512) 281-3411	Elgin High School	(512) 281-3438
Elgin Elementary	(512) 281-3457	Phoenix High School	(512) 281-9774
Neidig Elementary	(512) 281-9702	Transportation	(512) 281-5751
		Child Nutrition	(512) 281-9755