

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.
- Carry the Emergency Procedure Card with you at all times. Visit www.davis.k12.ut.us/dsd/cr to download and print this card.
- Become familiar with DSD's emergency communication outlets, listed under "Stay informed."

Be informed

Familiarize yourself with the following emergency terms and procedures:

- **Hold:** Hallways are cleared and students remain in a classroom or area until the "All Clear" is announced. School continues as normal.
- **Secure:** Students return to inside the school and school doors are locked. School continues as normal.
- **Lockdown:** Locks, lights, out of sight. Doors are locked, lights are turned off, students and staff move out of sight and maintain silence.
- **Evacuate:** Students leave personal belongings behind, bring cell phone if possible and follow instructions. Staff lead students to an evacuation location and account for all persons.
- **Shelter:** Students use appropriate safety strategy for hazards such as a fire, hazmat situation or any weather-related incident. Staff lead the safety strategy and account for all people.

Visit bit.ly/srpdoc for the emergency flow chart.

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. The most up-to-date information will be on district and school websites, Facebook and Twitter:

- DSD website: www.davis.k12.ut.us
- DSD on Twitter: [@davisschools](https://twitter.com/davisschools)
- DSD on Facebook: facebook.com/davisschools
- Emergency email messages (Make sure you unblock e-mails from @dsdmail.net)
- Automated phone messages (Update phone number changes at your student's school).
- Local TV news stations and print media websites, as well as their Twitter feeds.

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 under "Stay informed."

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.