

# DISD Emergency Information Guide for Families

## What Should Families do to Prepare for an Emergency?

The role parents and family members play in preparing their children for emergencies is valuable. Listed below are ways you can help your child understand that teachers and school officials are trained to handle any situation. Reassure your child that the school will notify each parent or guardian, and they will be reunited as soon as possible.

- Be sure emergency contact information is current and correct.
- Keep the school nurse informed of any medical conditions, physical limitations, or medications your child is taking.
- Identify who is authorized to pick up your child if you are not able to respond. It is important that their contact information is current and correct. Your child will only be released to parents and persons who are identified on the emergency contact list.
- Make sure your child knows the name, address, and phone number of parents and guardians.
- Talk to your child about the importance of remaining calm and following all instructions in the event of an emergency. Reassure them that their teacher will provide all appropriate instructions and information.
- Let your child know that students may be moved to another location until they can be picked up. Explain the term "evacuation" in order to ease anxiety if it were to take place.
- If students and parents are continually attempting to contact each other via cell phones, cell circuits may become overloaded, interfering with the ability of emergency responders to communicate vital information. Because of this, please limit cell phone use during an emergency. School cell phone policies remain in effect in the event of an emergency.
- Report any suspicious activity around school grounds and inside the school to school administration or law enforcement so they can investigate.
- Establish your own family preparedness plan, including a communication plan. This will enable you to communicate with all family members during an emergency.
- In case of an emergency in which your child cannot go home, make sure there is another place they can go and be safe while waiting for a family member to pick them up.



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## Terms Used During an Emergency

Please discuss the following terms with your child.

- **Lockdown:** Used to protect the building from potential dangers in the building. During a lockdown, all interior and exterior doors are locked. No one is permitted to enter or exit the building until school officials and/or law enforcement have determined it is safe.
- **Shelter-in-Place:** Used when an external event takes place (ex: gas leak, chemical spill) around the school, and officials determine the safest course of action is to keep students and staff inside the building until the external event is handled. If the shelter-in-place extends beyond the school day, parents will be notified.
- **Evacuation:** Used when the school is unsafe for students and staff to remain in the building. Students and staff may remain on school grounds until the building is safe to re-enter or be relocated to a safe location off school property. In the event of an off-campus evacuation, the students will either be transported home or wait for family members to pick them up from a reunification site.

More info  
on page 2



# What Should Parents do During an Emergency at School?

When an emergency occurs that affects the school or district, families can obtain information through one or more of the following:

- District/School All Call
- District Website- [www.danvilleschools.net](http://www.danvilleschools.net)
- Download the Danville Independent Schools App
- Facebook- Danville Independent Schools
- Twitter - @danvilleschools
- Instagram - @danvilleschools
- Local television and/or radio stations.
  - TV: WLEX 18, WKYT 27, WTVQ 36
  - Radio: WHIR/WHBN/WRNZ

## Do's & Don'ts

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Please DO NOT go to the school. Learning from previous school emergencies, one of the greatest challenges is how to manage a large number of parents and concerned citizens rushing the scene to help. By doing so, parents can inadvertently create traffic jams that may block responders from getting to and leaving to transport injured students and staff to emergency medical facilities.
- Please DO NOT call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.

## Reunification

Several off-site locations have been determined in advance, but are not shared with families until the incident unfolds. The reunification site and other necessary information will be shared directly with families.

Understand that emergency pickup procedures are different than a routine pickup. In the event that you are notified to pick up your child at school or at a designated reunification site, please bring a photo ID. If you must send someone else to pick up your child, be sure it is someone who is listed in our records as an individual authorized to do so. They must also provide a photo ID. Your child will not be released to anyone who is unauthorized or who cannot provide appropriate identification.

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