Safety & Security Guide

EMERGENCY PROTOCOLS

The WPS Safety & Security Department handles emergency management and the effective implementation of District-wide safety and security policies, programs, directives, and training. Every effort will be made to communicate with families quickly, but our priority is ensuring the safety and security of all students, staff, and visitors. School officials will communicate with parents/guardians as soon as practical, usually after the situation is under control.

SHELTER-IN- PLACE

Get Inside, Lock Outside Doors!

Precautionary Response Due to Outside Activity

Examples: • Police response to activity nearby • Report of dangerous wildlife in area • Environmental hazard outside of the building

Classroom Instruction: Continues

Movement within School: Restricted

Parent Notification: The District will send a ParentSquare message as soon as possible with updates as the situation unfolds, including immediately after "All Clear".

In the event of a shelter-in-place:
• Do NOT call your child's cell phone. This could compromise their safety and that of their classmates.
• Do NOT go to your child's school. This could interfere with the emergency response and potentially delay first responders reaching the school.

LOCKDOWN

Locks, Lights, Out of Sight!

Threat Inside Building

Examples: • Possible threat to student/staff on school property

Classroom Instruction: None

Movement within School: None

Parent Notification: The District will send a ParentSquare message as soon as possible with updates as the situation unfolds, including immediately after "All Clear".

In the event of a lockdown:
• Do NOT call your child's cell phone. This could compromise their safety and that of their classmates.
• Do NOT go to your child's school. This could interfere with the emergency response and potentially delay first responders reaching the school.

EVACUATE

Clear the Building!

Everyone Moved to Location Outside Building

Examples: • Gas leak • Fire • Major Security Event

Classroom Instruction: None

Movement within School: Move to exits

Parent Notification: The District will send a ParentSquare message as soon as possible with updates as the situation unfolds, including immediately after "All Clear" and instructions for reunification, if necessary.

In the event of an evacuation:
• Do NOT call your child's cell phone. This could compromise their safety and that of their classmates.
• Do NOT go to your child's school. This could interfere with the emergency response and potentially delay first responders reaching the school.

MEDICAL HOLD

Clear the Hallways!

Staff or Student Medical Emergency

Examples: • Medical emergency • Police response to student altercation

Classroom Instruction: Continues

Movement within School: Restricted to area needing attention

Parent Notification: The Administrator will send a ParentSquare message within 1 hour of "All Clear".