Lyon County School District
Emergency Information Guide for Parents and Guardians

BE PREPARED FOR A SCHOOL EMERGENCY

- <u>Ensure that your student's emergency contact information is accurate and current on Infinite Campus</u>. To update this information, please contact your student's school secretary.
- Know the names and numbers of your student's emergency contact person. Review annually.
- Become familiar with your school's emergency communication procedures. We are committed to providing accurate and timely information in the event of an emergency.

IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your student's school, please follow the tips listed below:

- DO NOT call or rush to the school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone or text your student. Phone lines and staff are needed for emergency response efforts
- CHECK lyoncsd.org websites for updates.
- Tune to your media outlets for official school alerts.
- Expect updates and instructions from the Infinite Campus Auto-Dialer system.
- Stay informed with official communication from LCSD public information officers and/or county public safety officials.

EMERGENCY TERMS AND PROCEDURES

Shelter in Place – Occurs when there is a need to isolate students and staff from outdoor environment to prevent exposure to airborne contaminants.

Lockout - Occurs when a threat has been identified outside of the school site. No exit or entry into the school is permitted until the threat is over. Classes continue.

Lock-Down – Occurs if a threat is identified at the school site. No entry, exit, or movement within the school until the area is secured and threat is over.

Duck/Cover/Hold – Student's take refuge where they are under desks or tables. This is typically in response to earthquakes.

Evacuation – Occurs when students are relocated due to a building or unsafe condition is determined.

SafeVoice is an anonymous reporting system deployed in Nevada to report any threats to the safety or well-being of any of our students. Download the App on any provider, call 833-216-SAFE, or go to the link on the District website to make a report.

HOW WILL I BE REUNITED WITH MY CHILD?

Reunification – Parents/Guardians will be directed by school or public safety officials to their student's specific school or alternate location.

Official information may be distributed through:

- District Infinite Campus Auto-Dialer system
- District website and school website
- Website Mobile App
- Social media outlets
- Local radio stations

Students will be released ONLY to parents/guardians who are documented as emergency contacts.

All individuals will be required to show their valid picture ID, such as driver's license, state ID, military ID, Permanent resident ID card or passport.

Please remember to have your ID with you and inform your student's emergency contacts of this requirement so they are ready to show proper identification for safety and accountability of all students and staff.

Let your child know who their emergency contact person is, to increase the safety and well-being of the student.

The reunification process can be time-consuming, so everyone is urged to be patient.

FOLLOWING AN EMERGENCY

- Listen to and acknowledge your child's concerns and questions.
- Provide reassurance that your child is safe.
- Seek help from school personnel or mental health professional if concerns persist.
- Contact your school directly for information and guidance.

Lyon CSD has worked to develop the "All Hazards" Emergency Operations Plan (EOP) with Lyon County Emergency Management, Sheriff's Office, Fire Districts, Health and Human Services, and the City Law Enforcement agencies. This plan is assessed annually with representatives of each department per NRS 388.245.
The EOP includes coordinated response instructions and guidelines to protect the safety and well-being of students and staff during localized emergencies across a wide array of potential disasters. The plan is adapted for each individual school.