

Willis ISD School Emergency Guide

School Emergency Protocols

A crisis can take the form of several different situations such as a weather emergency, chemical spills, gas leaks or a possible intruder. The actions taken in the initial minutes of an emergency are critical. Prompt communication ensures that students, faculty, and staff can take the needed protective actions based on the understood risk.

Safety Terms

In the event of an emergency at your child's school, it is important to know these terms:

Lockdown - Action schools will take to secure school buildings and grounds during incidents that pose an immediate threat of violence in the school. The primary objective is to quickly ensure all school students, staff, and visitors are secured away from immediate danger.

Secure - Action schools will take to secure school buildings and grounds during incidents that pose a threat or hazard outside of the school building. The security of the physical facility acts as protection.

Evacuate - Action schools will take to quickly move students and staff to safer locations outside of the building when a fire or other event requires that they leave the building. The primary objective of an evacuation is to ensure that all staff, students, and visitors can quickly move away from the threat.

Shelter - Action schools will take to quickly move students, staff, and visitors indoors, perhaps for an extended period of time, because it is safer inside the building than outside. For severe weather, depending on the threat level (watch vs. warning), stakeholders may be required to move to rooms without windows to a weather shelter, or to rooms that can be sealed (chemical or biological hazard).

Hold - Action schools will take when hallways need to be cleared; subsequent bells and any/all scheduled class changes are disregarded. Movement throughout building is stopped until all-clear is given.

Procedures for Reunification

Parents and/or guardians will be directed by school officials to their child's location and all vital information via the district website, the district's mass communication system, and news alerts. Students will be released only to the **emergency contact on file** and you must present a picture ID such as a driver's license, military ID or passport. The reuniting process can be a busy and time consuming one, so please be patient.

- Do update your child's emergency contact information.
- Do become familiar with your school and district's emergency communication procedures.
- Do not rush to your child's school.
- Do not tie up the phone lines at your child's school.
- For safety reasons, do not call your child's cell phone.

How can parents help in an emergency?

We realize that it is your first instinct as a parent to rush to your child's school or pick up the phone and call. However, in an emergency, the best thing you can do is to stay aware of what is happening via the District website or news broadcasts. Remember that we are working to keep your child safe, and if there are large numbers of people or vehicles in the area, you may be hindering emergency personnel from getting to the site. Stay close to your phone and email for updates.



IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

- Move away from sight
- Maintain silence

TEACHERS

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



SECURE! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

- Return to inside of building
- Do business as usual

TEACHERS

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response

TEACHERS

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER! HAZARD USING SAFETY STRATEGY.

Sample Hazards

- Tornado
- Hazmat

Sample Safety Strategies

- Evacuate to shelter area
- Seal the room

STUDENTS

- Appropriate hazards & safety strategies

TEACHERS

- Appropriate hazards & safety strategies
- Take roll, account for students



HOLD! IN YOUR CLASSROOM.

STUDENTS

- Remain in your classroom
- Do business as usual

TEACHERS

- Recover students & staff from hallways
- Close & lock classroom doors
- Take roll, account for students



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For Emergency Information

TV Channels:

KBTX, KHOU, KPRC, KTRH, KTRK, KIAH

Radio Stations:

KROI 92.1 FM KSTAR 99.7 FM KRBE 104.1 FM
Lone Star Community Radio 104.5 / 106 / 1 FM

Online:

www.willisisd.org



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Information will be shared directly with parents/guardians, as appropriate, through the District's mass communication systems.