

LOCKOUT

LOCKOUT WHEN... THERE IS A THREAT OR HAZARD OUTSIDE OF THE SCHOOL BUILDING.

LOCKOUT DURING...

- violence/criminal activity
- unknown person on the grounds
- dangerous animal in the neighborhood
- planned police activity

ACTIONS

- The building will lock all exterior access points.
- Classroom activities continue uninterrupted. Classes being held outside should return inside.
- Students or visitors expected to leave the building may be delayed until the area is safe.

LOCKIN

LOCKIN WHEN... A SITUATION REQUIRES STUDENTS AND STAFF TO REMAIN IN THEIR CLASSROOMS OR STAY OUT OF ACCESS AREAS.

LOCKIN DURING...

- an altercation in the hallway
- medical issue that needs attention
- maintenance operation in a common area during class changes/transitions

ACTIONS

- Remain in classroom or area, even if there is a scheduled class change, until all clear is announced.
- Prior to closing the classroom door, sweep the hallway for nearby students.
- Students and staff in common areas, like a cafeteria or gym, may be asked to remain in those areas or to move to adjoining areas, like a locker room.
- Take attendance, note the time, and conduct classroom activities as usual.

LOCKDOWN

LOCKDOWN WHEN... THERE IS A THREAT OR HAZARD INSIDE THE BUILDING.

LOCKDOWN DURING...

- a display of aggressive behavior
- report of a weapon

ACTIONS

- Lock individual classroom doors, offices, and other securable areas, moving occupants out of the line of sight, turning off lights, and having occupants maintain silence.
- Staff should not open a classroom door; administrators or first responders will unlock it.

GENERAL NOTES

- As more information becomes available, we may transition from one mode to another (i.e., lockout to lockdown).
- As a precautionary measure, entrances/exits may be attended by law enforcement.
- An unresolved situation at the end of the day may warrant a controlled release.

Reunification At a Glance



Reunification may take place when... something abnormal happens at the school that renders it unsafe to follow standard procedures and requires a controlled release.

EXAMPLES

- power outage
- weather event
- bomb threat
- criminal activity in the area
- phone outage
- hazmat incident
- act of violence at school

WHAT IS REUNIFICATION?

- Reunification is the process of safely and efficiently reuniting students with their parents or guardians after a school emergency or evacuation. This structured process ensures every student is accounted for and released to an authorized individual, maintaining the safety and security of all involved.

HOW WILL PARENTS BE NOTIFIED?

- Parents will be notified through ParentSquare, our district communication platform.

WHERE WILL REUNIFICATION TAKE PLACE?

- A reunification may occur at a different location than the school your student attends.
- If this location is another school, then those students may be subject to a controlled release as well.

WHAT ARE STUDENTS DOING DURING THE REUNIFICATION PROCESS?

- Students will be asked to remain calm, quiet, and orderly while they wait. We understand that they may want to contact you, but we will ask that they do not use their cell phones to text or call to keep the lines clear for emergency responders and school officials who need to communicate.

WHAT IF THE STUDENT DROVE TO SCHOOL?

- In some circumstances, high school students may be released on their own. There may be instances where students may not be able to remove their car from the parking lot. In this case, parents must recover the student at the reunification site.

WHAT CAN I EXPECT? WHAT SHOULD I BRING?

1. Bring your identification. If you cannot immediately go to the reunification site, students will only be released to those individuals identified as an emergency contact on the student's EMA (emergency medical authorization).
2. Be patient. Reunification is a process that protects both the safety of the student and provides for appropriate reunification from the school to a recognized custodial parent or guardian.
3. Upon arrival, parents/guardians should park where indicated and not abandon vehicles.
4. Go to the reunification check-in area, and form lines in alphabetical order groups based on the student's last name (i.e. A-L, M-Z, etc.)
5. While in line, parents will be asked to fill out a reunification card. Complete ALL parts of the reunification card.
6. During check-in, identification and custody rights are confirmed. The card is separated at the bottom half and returned to the parent/guardian.
7. From the check-in area, parents/guardians are directed to the reunification area to recover the student or students.
8. Parents should be aware that, in some cases, they may be invited into the building for further information (to answer questions as part of an investigation or for emergency/medical information).

During a reunification, cellular networks may become overloaded and unreliable. Please limit phone use if possible, and don't be alarmed if calls or messages don't go through right away - this can happen when many people are trying to connect at once.