



MONTICELLO PUBLIC SCHOOLS

Every Kid, Every Day

SCHOOL EMERGENCY INFORMATION GUIDE

For Parents and Guardians of Monticello School District

WHEN AND WHY ARE STUDENTS AND STAFF ASKED TO LOCKDOWN, ENTER SECURE MODE, OR EVACUATE?

A school crisis can take a number of different forms, such as:

- a chemical spill
- a gas leak
- a weather emergency
- a nuclear power plant emergency
- or an intruder in or near one of our school buildings

The nature of the school crisis dictates the decision for the school to enter either a lockdown, secure mode, or to evacuate, as the best means to ensure the safety and well-being of all students and staff.

PARENTAL DO'S AND DON'TS SHOULD A SCHOOL EMERGENCY OCCUR:

- ✓ **DO** visit the district website and official district social media accounts for official updates.
- ✓ **DO** tune into local television and radio stations for official school news and alerts.
- ✓ **DO** rely only on official communication from school or public safety officials.
- ✓ **DO** listen for official information regarding reunification with your child.
- ✗ **DO NOT** call or rush to your child's school. Your presence could interfere with emergency responders.
- ✗ **DO NOT** phone your child or school. For safety reasons, staff and students are discouraged from using cell phone communication.

SAFETY TERMS AND PROCEDURES

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

Lockdown

A lockdown takes place if an internal or external threat is identified at, or near, the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will NOT be released during a lockdown.

Secure Mode

Students continue with their normal school day, but no one is let into or out of the building, and security is heightened. Secure Mode may be used during a severe weather or hazardous materials threat. Students will NOT be released while a building is in Secure Mode.

Evacuation

In the event of certain emergencies, students will be relocated to an evacuation assembly area. Students will be released ONLY to parents/guardians with picture ID and permission from a district official. This procedure is necessary to account for the whereabouts of all students.



Monticello Public Schools

763-272-2000

www.monticello.k12.mn.us

302 Washington St., Monticello



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21ST CENTURY BUILDING SECURITY UPGRADES AND SAFETY FEATURES



Secure entrances at all buildings



Improved exterior lighting at district buildings



Increase in security cameras



Automated security system improvements



Additional safety training for students and staff, including practice drills. We aim to provide effective simulations that are mindful of not alarming students or parents, while also being sensitive to any anxieties surrounding these situations.



Collaboration with Wright County Sheriff's Office and city crisis teams to increase preparedness and strengthen communication

HOW CAN YOU HELP?

Ensure that your child(ren)'s emergency contact information is accurate and current. The district uses ParentSquare to communicate with families (via phone, text, and email) during emergencies, and updated information will ensure families are receiving messages.

Discuss school safety with your child. It is of the utmost importance that students understand the importance of immediately listening to trained personnel in emergency situations.



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