

School Emergency Information Guide for Parents



In Case of a School Emergency

- **DO** keep your phone close by for notifications from the district.
- **DO** tune into local radio and TV stations for alerts but rely only on official communication from the 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's school. Staff and students are discouraged from using cell phone communication for safety reasons.

WFISD Safety Terms and Procedures

In the event of an emergency at your child's school, it is important to know the reasoning behind the response and the terms associated with it.



LOCKOUT

A lockout recovers all students from outside the building, secures the building perimeter, and locks all outside doors. Criminal activity, dangerous events in the community or even a vicious dog on the playground would trigger a lockout response.



LOCKDOWN

A lockdown takes place if an internal or external threat is identified at the school. All 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.



EVACUATION

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released to authorized adults through a formalized family reunification process to ensure the safety of all children.



SHELTER-IN-PLACE

Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will NOT be released during shelter-in-place.

The best thing you can do...

Family members too close to an incident often hinder the rescue attempts of police and fire officials on the scene. The best action parents and guardians can take in an emergency is to stay close to their phone and e-mail to monitor local radio and TV reports for regular updates and instructions.



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When and why are students and staff asked to lockout, lockdown, shelter-in-place, or evacuate?

A school crisis can take a number of different forms including an environmental event, such as a chemical spill or gas leak; a weather emergency such as a tornado; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockout, lockdown, shelter-in-place, evacuation, or any combination of these protocols, as a means to ensure the safety and well-being of students and staff.



A PARENT'S ROLE

In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or rush up to the school and get your child/children. The truth is, this only complicates matters from a safety and security standpoint.

Reuniting with your child

Parents and guardians will be directed by school or public safety officials via phone or email to their child's location. Students will ONLY be released to adults who are documented as emergency contacts. The reunification process can be time consuming so parents are urged to be patient.

How you can help

Be prepared. Make sure your child's emergency contact information is accurate and up-to-date. The district is committed to providing factual and timely information in the event of an emergency and uses Parentlink to communicate with parents and guardians via phone and email.



**YOUR CHILD'S SAFETY
IS OUR PRIORITY**