

How can parents prepare for a school emergency?

1. Remember in any crisis situation, a student can be released only to an adult that is documented as an emergency contact and can show proper identification.
2. Provide accurate emergency contact information to your child's school and notify the school if it changes.
3. Keep updated by reading messages on the Calcasieu Parish School System website www.cpsb.org or in school newsletters, websites, or notices.
4. To receive school call outs and texts via the call out system, make sure phone numbers are accurate in the **student access center**.

EMERGENCY DESCRIPTIONS

- **LOCKDOWNS**-This term is to be utilized when a threat is on a campus. Students, faculty, and staff may not move around and must remain in locked rooms and classrooms and hidden from view. No check-ins/outs allowed
- **LOCKOUT**- This term is to be utilized when a threat is near but off campus. Students, faculty, and staff may move around within the halls, but they must NOT go outside. No check-ins/outs allowed.
- **SHELTER-IN-PLACE**- This term is to be utilized when there is a hazard to the health and safety of people on campus. Everyone should return indoors. All windows and doors are closed and locked, and the HVAC system is shut down. No one enters or exits the buildings
- **SHELTER-IN-PLACE-WEATHER**- This term is to be utilized when there is weather threat. Everyone is sheltered away from glass and high ceilings and moved to the bottom floor of buildings and away from large roof areas. Check-ins/outs are not advised.
- **EVACUATION** – An evacuation may be necessary when it is unsafe to remain on campus. Each school has designated alternate locations and procedures for reuniting students with their parents or guardians. In the event of an evacuation, parents will be notified through district communication systems, local news media, or the district website and directed to a specific reunification location. Parents or guardians will be required to present proper identification, such as a driver's license or other government-issued photo ID, before a student is released.