

# School Emergency Information Guide



## FOR PARENTS AND GUARDIANS



### ◆ *When And Why Are Students and Staff Asked to Lockdown, Lockout, Shelter-in-Place, or Evacuate?*

#### **SCHOOL EMERGENCY RESPONSE PROTOCOLS**

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

### ◆ *Parent Responsibilities During a School Emergency and Reunification After a School Emergency*

#### **THE ROLE OF PARENTS IN AN EMERGENCY**

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.

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

## *Safety Terms & 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 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.

#### **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.

#### **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.

#### **EVACUATION**

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

## ◆ *How Will You Be Reunited With Your Child?*

Parents/Guardians will be directed by school or public safety officials via TV/Radio or other emergency notification systems to their child's specific location. Based on internal standard operating procedures, students will be released to parents/guardians at the family reunification center. The reunification process can be time-consuming so parents are urged to be patient.

## ◆ *How Can You Help?*

### **BE PREPARED FOR A SCHOOL EMERGENCY**

Ensure that your child's emergency contact information is accurate and current.

Become familiar with your schools' emergency communication procedures. Each school is committed to providing accurate and timely information in the event of an emergency.



## ◆ *In Case of a School Emergency*

Although your first reaction would be to call or rush to your child's school, **please** follow the tips listed below.

**DO** tune into local TV/Radio Stations for official school news 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. Staff and students are discouraged from using cell phone communication for safety reasons.

