

## GUIDE FOR FAMILIES

### Emergency Situations

A school crisis or emergency can take a number of different forms including

- A weather emergency such as a tornado
- An environmental event like a chemical spill
- A dangerous or criminal event in the immediate area
- Something at the school such as an intruder.

The nature of the crisis will determine the protocols that will be put in place to protect students and staff.

### 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.

#### Lockdown

A lockdown is initiated if an internal or external threat is identified at the school or in the immediate area around the school. All interior and exterior doors are locked and students remain in their classroom. No entry or exit will be allowed until the "all clear" is given. Students will NOT be released during a lockdown. Parents can NOT enter the school during a lockdown.

#### Shelter in Place

Shelter in place is initiated when there is a potential external threat in the area near the school. Students and staff are able to move about the school but all exterior doors are locked and no entry or exit will be allowed until the "all clear" is given. Students will NOT be released during a shelter in place. Parents can NOT enter the school during a shelter in place.

#### Evacuation

In the event of building emergencies, students and staff will be relocated to a safe location. Students will be released to authorized adults through a formalized family reunification process. This is to ensure the safety of all students.

# IN CASE OF AN EMERGENCY

**DO** keep your phone close by for notifications from the District. We will communicate via robocall, text and email.

**DO** tune into local radio and TV stations for alerts but rely only on communication from the school or local law enforcement.

**DO** listen for official information regarding reunification with your child.

**DO** have photo identification ready when picking up your child from the reunification site.

**DO** follow all directions given by district and law enforcement officials.

**DO NOT** call or go to your child's school. You could interfere with emergency responders.

**DO NOT** call or text your child. For safety reasons, staff and students should not use cell phones unless they are contacting emergency services. School staff will not answer phones during an emergency situation as their focus will be on securing the safety of students.

**DO NOT** post on social media. It is easy for misinformation to spread via social media and this will only increase anxiety.

## How You Can Help

### Be Prepared

Ensure your contact information and your child's emergency contacts are accurate and up to date.

### Be Patient

Parents and guardians will be directed by school or law enforcement to the reunification site. Students will **ONLY** be released to adults who are documented as emergency contacts.

The reunification process can be time consuming so please be patient.

