



Parent Guide

Be Prepared for a School Emergency

- Ensure that your child's emergency contact information is accurate and current.
- Register for automated email, text or voicemail messages with School Messenger.
- Become familiar with your schools' emergency communication procedures.

In Case of a School Emergency

Please follow the tips listed below:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- Check for email, text or voicemail message from the school.
- Tune in to local TV/radio stations for official school news alerts.
- Check the school district's website.
- Rely only on official communication from school or public safety officials.
- Listen for official information regarding reunification with your child.

Emergency Terms and Procedures

Evacuation is used to move students and staff out of the building to an appropriate evacuation assembly point or relocation site (location where students can be kept for an extended period of time) by a pre-designated route (if usable) to avoid a potentially threatening situation that involves the entire building.

Reverse Evacuation is used when a general threat exists on the exterior of the school and school occupants are at risk of being harmed by the threat (e.g., stray dog on the campus).

Shelter: Hazardous Environment is used to protect school occupants from external threats such as some chemical, biological, or radiological releases and other man-made threats.



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Duck, Cover, & Hold is used if an earthquake occurs.

Severe Weather Sheltering is used when there is a threat of high winds/tornados or other natural threat, which may cause structural damage to the building.

Lockout consists of moving all students off playgrounds and out of exterior buildings and portables on the site and into the school, securing all entrances, and denying access to any unauthorized persons. This procedure is used for a human threat outside the building.

Lockdown consists of securing all doors in the school and moving students to a safe location within the classrooms or other room. This procedure is used for a human threat inside the building.

How Can I Be Reunited with My Child?

Reunification is the process to follow should there be a need to reunite parents/guardians with their student outside of the normal dismissal procedures. The procedures are as follows:

- Individuals who need to pick up students will be directed to the students' location by school or public safety officials. This information will be distributed via the automated e-mail, text, and voicemail notification service (if subscribed), district website, or local TV/radio station.
- Parents will be required to check-in via the process the school has set up (e.g., by grade level, by child's last name).
- Individuals will be required to present a valid, government-issued photo identification such as a driver's license, state ID, military ID, Permanent Resident ID card, or passport at the check-in area. Students will be released **ONLY** to individuals who are documented as emergency contacts.
- Once identified as an authorized individual, school personnel will direct you to another location where your child(ren) will be brought to you.
- Individuals may be asked to show identification again prior to leaving the site.

The reunification process can be time-consuming, so people how are picking up students are urged to be patient.