**School Emergency Parent Information**

**Question: When and why are students and staff asked to Lockdown, Shelter-In-Place or Evacuate?**

**Answer:** A school crisis can take several 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, shelter-in-place, evacuation, or any combination of these protocols, to ensure the safety and well-being of students and staff.

In the event of an emergency at your child’s school, it is important to know the following terms:

**Lockdown:** A lockdown takes place if an internal or external threat is identified at or near the school. All school doors are locked, and students are confined to classrooms. NO entry into or exit from the school, including parent check-outs will be allowed during a lockdown.

**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, including parent check-outs, will be allowed until an “all-clear” determination is made.

**Evacuation:** In the event of certain building emergencies, students will be relocated to a reunification site. Students will be released only to parents/guardians with a photo identification who are on the official school release and permission list. This procedure is necessary to account for the whereabouts of all students.

**Question: What should I do during a school emergency?**

**Answer:** When an emergency occurs that affects the school, a parent can get important information by doing one of the following:

* Visit the School district website at (website address) The home page will give critical information.
* Check your phone for messages from the school through our Messenger software or through our One-Call system.
* Tune in to local television networks.

In a school emergency, the first instinct as a parent or guardian is to pick up the telephone and start calling the school or rush to the school and get your student(s). 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 to receive messages or instructions, and to monitor local television reports for updates and instructions.

**Question: How can I be reunited with my child(ren)?**

**Answer:** Whether students are at their regular school or relocated to another site for family reunification, the reunification site will be announced by a districtwide “One-Call” message and posted on the district’s website. Local radio and television stations will also announce the location to pick up your child(ren). The reunification process can be time-consuming, so parents are urged to be patient.