



COLCHESTER SCHOOLS EMERGENCY GUIDE FOR FAMILIES



DURING AN EMERGENCY

- ✓ DO keep your phone close by. Only rely on verified information sent directly from the district or public safety officials.
- ✓ DO check your notification in the ParentSquare app to make sure school and district alerts are ON.
- ✓ DO follow official instructions and directions to pick up or reunite with your child.
- ✗ DO NOT call or rush to your child's school. Your presence could interfere with emergency responders.
- ✗ DO NOT call or text your child. Employees and students are discouraged from using their cell phones during emergencies. They should remain alert to their surroundings.

SAFETY TERMS TO KNOW

A school emergency can take a number of different forms including dangerous weather or the threat of violence. Each incident is evaluated by the CSD Safety Team and the individual circumstances dictate if a school is moved into one or more of the statuses listed below in an effort to protect the health and safety of students and employees.



LOCKOUT

Any students who are outside are brought in the school, all exterior doors are checked that they are secured. No entry into or exit from the school is allowed.
Example: Dangerous event on a neighboring street, aggressive animal on the playground.



LOCKDOWN

All interior doors are locked and students are confined to their classrooms. All exterior doors are checked. No entry into or exit from the school is allowed.
Example: Threat of violence



SHELTER-IN-PLACE

Students and employees take refuge in designated areas to protect themselves from hazardous materials or severe weather. No entry into or exit from the school is allowed.



EVACUATION

Students and employees are relocated to designated spaces outside of the school or off campus. Students will be released to authorized adults through a formalized reunification process.

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WHAT TO EXPECT & HOW YOU CAN HELP

Make sure your contact information and your child's emergency contacts are accurate and up-to-date. Parents and guardians have the opportunity to update this information every summer during the annual enrollment verification process. If you need to update your information during the school year, please contact the front office.

In the early stages of an emergency event, the district's primary focus is to protect the students and employees inside the building. We know students with cell phones will always reach their families before we are able to send an official district message, and that is because our first priority in those early moments is getting everyone safe. **As soon as we are able to communicate with families, we will.**

The district uses ParentSquare as its mass notification system. Make sure your notification settings have both school and district alerts on.

THE FAMILY'S ROLE DURING AN EVENT

During an emergency, the first instinct of a parent or guardian is to pick up the phone or rush to the school. The truth is, doing either of these things can complicate the situation from a safety and security standpoint. Family members too close to an incident can hinder the investigation or rescue attempts of police and fire officials. The best action family members can take is to stay close to their phones for official updates from the district and to follow any instructions given.

BE PREPARED

BE PATIENT

REUNITING WITH YOUR CHILD

If the school is dismissed early or evacuated to another location, parents and guardians will be notified via ParentSquare. The message will include instructions on how and where to be reunited with their child. Students will only be released to adults who are documented as parents, guardians, or emergency contacts. The safety protocols for reunification can feel time-consuming, and families are urged to be patient.