School Emergency Information Guide for Families

CSD 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. A school crisis can take a number of different forms including a weather emergency such as a hurricane, an environmental event like a chemical spill, a dangerous or criminal event in the immediate area, or something at the school such as an intruder. The nature of a school crisis dictates whether school officials will put a lockout, lockdown, shelter-in-place, evacuation, or any combination of these protocols in place to protect our students and staff.

1. **LOCKOUT**
   A lockout recovers all students from outside the school, secures the building perimeter, and locks all outside doors. Dangerous events in the community or immediate area such as criminal activity or even a hazard such as a vicious dog on the playground would trigger a lockout response.

2. **LOCKDOWN**
   A lockdown takes place if an internal or external threat is identified at the school. All doors are locked and students are confined to their 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.

3. **SHELTER-IN-PLACE**
   Students take refuge in designated areas to protect themselves 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.

4. **EVACUATION**
   In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released to authorized adults through a formalized family reunification process to ensure the safety of all children.

IN CASE OF AN EMERGENCY

- **DO** keep your phone close by for notifications from the district.
- **DO** tune into local radio and TV stations for alerts but rely only on communication from the 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** call or text your child. Staff and students are discouraged from using cell phones for safety reasons.
A FAMILY'S ROLE
In a school emergency, the first instinct as a parent or guardian is to pick up the phone and start calling the school or to rush to the school to get your child(ren). The truth is, the only complications matter from a safety and security standpoint. Family members too close to an incident often hinder the rescue attempts of police and fire officials on the scene. The best action parents and guardians 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.

WHAT TO EXPECT & HOW YOU CAN HELP

Be prepared.

Make sure your contact information and your child’s emergency contacts are accurate and up-to-date. In the early stages of an incident, the district’s primary focus is to protect the students and employees inside the building. As soon as we are able to communicate with families to provide factual information, we will. The district uses School Messenger as its mass notification system and will communicate using phone, text, and email.

REUNITING WITH YOUR CHILD

Parents and guardians will be directed by school or public safety officials via phone, text, and email to their child’s specific location. Students will ONLY be released to adults who are documented as emergency contacts. The reunification process can be time consuming so parents are urged to be patient.

Be patient.