

# **Emergency Protocol Information**

## **Talking Points For Parents**



# **LOCKDOWN**

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# Do's & Don'ts

## **Don't Contact Your Child**

With the wide use of cell phones, getting in touch with your child at school is probably a snap. Whether by call or text, and despite your instinct, it is best NOT to try to get in touch with your child during school lockdowns. Exchanging information with them, especially information that is incomplete or wrong, could make matters worse or cause unnecessary worry. In addition, ringing or beeping cell phones could compromise the safety of your child and others in a lockdown situation. Don't use apps, such as Find My iPhone, because they can cause phones to emit sounds, even when phone is on silent. Your school district has procedures in place that will keep you up to date on the situation and it is best to abide by those procedures (see section regarding emergency messaging).

## **Don't Go To The School**

If a school is in lockdown, it may involve an unsafe environment surrounding the school. For your safety, the safety of your child, and the well-being of all involved, it's best to steer clear until you get the okay from the school. Further, if police have to worry about crowd management due to parents arriving on scene, their attention will be drawn away from addressing the threat. Also, increased traffic & unauthorized vehicles will create significant problems for EMS & first responders to work quickly and effectively

## **Don't Call The School**

School staff will most likely be unable to answer phones and the lines must remain clear to contact emergency personnel.

## **Don't Panic**

This is probably the most important thing to remember. Of course when we hear about a school going into lockdown we assume the worst, but, there are many reasons that a school could go into lockdown. Remain calm for both yourself and your child. If you hear that a school is in lockdown, know that police and other emergency services are likely already on scene at that time.

## **Dos and Don't Cont.**

### **Do Prepare Your Child**

It's not fun to imagine scary scenarios, and we certainly don't want to scare our kids more than the world already can, but it is still important to prepare them for a lockdown situation. Explain how they will be expected to behave, warn them they may not be able to talk to you right away, and stress that they should listen to their teachers and those in uniform (emergency personnel) who are there to help.

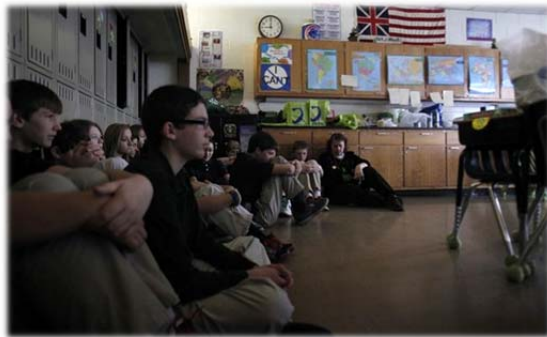
### **Do Have Your ID With You**

When picking your child up, once the all clear has been given, make sure you have the proper ID. Even if you are well known to the staff, there may be other officials involved in the situation and you should be prepared to prove your identity.

# Lockdown Procedures Summary

*Certain details of lockdown plans and procedures are sensitive information and therefore kept confidential in the interest of maximizing safety and security. Below is a summary that illustrates the general purpose and procedures for either locking down or securing a school.*

**Shelter In Place** - Used to shelter students and staff in the building in the event of an emergency such as a weather related occurrence or environmental hazard. Updates will inform everyone on how to proceed based on the given situation.



**Lockdown** - If an active violence incident is believed to be occurring, or about to occur, a school will go into "Lockdown" (i.e., a potentially violent intruder is entering or is inside the building). All exterior access points to the building will be locked. Staff and students will be secured in rooms. ***Instruction and all other activities will cease until further notice.*** No one will be permitted to enter or leave the premises until the lockdown is over.

**Lockout** - When a situation occurring outside a school, but in close proximity, has the potential to pose a threat to the school, the school will go into "Lockout" (i.e., escaped fugitive, hazardous materials spill, etc.) All exterior access points to the building will be locked. ***In-class instruction/activities may continue unless otherwise directed.*** No one will be permitted to enter or leave the premises until secure school status is lifted.



# Communication



**Emergency Communications** - In the event of an emergency the school will use the website and Blackboard Connect, which will be used to deliver emergency communications. Parents are encouraged to rely on this information rather than what may be reported in the news or posted on social media. Parents are further encouraged to follow instructions that may be communicated regarding where to receive information or where to reunite with their children.

**Parent Information/Reunification Area** - In the event of a school emergency, parents may receive instructions directing them to a parent information/reunification area. This will be an area designated away from the school where parents will be able to receive the most current and accurate information from school and police personnel. This may also be the area where parents are reunited with their children if the decision is made to bus the students off site. Buses with students on field trips may also be directed away from the school and to the reunification area. It is imperative that parents/family stay away from the school where the emergency is occurring unless otherwise directed. This will allow first responders to focus on resolving the emergency rather than having to focus on managing parents/family placing themselves in the danger zone.

