**Parent Responsibilities During a School Emergency and Reunification After a School Emergency**

**THE ROLE OF PARENTS IN AN EMERGENCY**

In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or rush to the school and get your child/children. The truth is, this only complicates matters from a safety and security standpoint.

Parents 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 and email and to monitor local radio reports for regular updates and instructions.

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**When and Why are Students and Staff asked to Lockdown, Shelter-in-Place or Evacuate?**

**SCHOOL EMERGENCY RESPONSE PROTOCOLS**

A school crisis can take a number of forms including an environmental event such as a chemical spill or gas leak; a weather emergency such as a high wind warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will activate a lockdown, shelter-in-place, evacuation or any combination of these protocols, as a means to ensure the safety and well-being of students and staff.
Safety Terms and Procedures

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

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

- **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 will be allowed until an “all-clear” announcement is made. Students will NOT be released during shelter-in-place.

- **EVACUATION**
  In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released ONLY to parents/guardians who are documented as emergency contacts and who present a picture ID such as a driver’s license, military ID or passport. The reunification process can be time consuming so parents are urged to be patient.

How Can I Be Reunited with My Child?

Parents/Guardians will be directed by school officials or public safety officers to their child’s specific location following an emergency. This may be communicated via a variety of resources in our district: website, e-mail notification, radio, hotline recording, or the emergency phone call-out system (see box below for resources to monitor).

Students will be released ONLY to parents or guardians who are documented as emergency contacts and who present a picture ID such as a driver’s license, military ID or passport. The reunification process can be time consuming so parents are urged to be patient.

In Case of a School Emergency

Although your first reaction would be to call or rush to your child’s school, please follow the tips listed below.

- **DO** rely only on official communications from the school or public safety officials.
- **DO** tune into KOHO radio 101.1 for official school news alerts.
- **DO** listen for official instruction regarding reunification with your child.
- **DO NOT** call or rush to your child’s school. Your presence could interfere with emergency responders. Also, during a lockdown, you will not be allowed in the building.
- **DO NOT** phone your child or school. Staff and students are discouraged from using cell phone communication for safety reasons. It’s important to keep lines of communication open for emergency response. Staff will be focusing on students’ safety, rather than answering calls.

How Can I Help?

BE PREPARED FOR A SCHOOL EMERGENCY

Ensure that your child’s emergency contact information is complete, accurate and current. Become familiar with your school’s emergency communication procedures. Each school is committed to providing accurate and timely information in the event of an emergency.

We appreciate your role in helping our schools manage emergencies and in keeping your students safe.