

DURING AN EMERGENCY – Information for Parents

WHAT PARENTS CAN DO TO HELP:

- In the event of a school emergency:
 - **DO check the District website for information (www.slvusd.org)**
 - **DO contact the District Office at 336-4022, if needed.**
 - **DO check your emails and have phones available to receive updated information.**
 - **DO listen to the radio or watch the news for updates.**
 - **PLEASE DO NOT:**
 - **panic**
 - **contact your child**
 - **go to the school**
 - **call the school**

This information is explained further in the document, "The Don'ts of a School Emergency for Parents"

IN EVERY EMERGENCY THE FOLLOWING STEPS OCCUR:

- Staff and students are notified of the type of emergency.
- District Office is notified.
- Parent/Guardians are notified via Emergency All-Call System and/or District website.
- Staff is in contact with and/or will monitor phones and radios for updates from appropriate agencies involved.
- All students are accounted for and kept in a safe location until it is deemed safe.
- Students will be instructed to turn off their cell phones.
- Students will not be allowed to call parents on school telephones as lines will need to be kept open for emergency use only.
- In the event of an evacuation, parents will be notified via Emergency All-Call System and the District website.
- Students will be released only to parents or guardians unless consent to release them to another individual is received in writing, or by phone, except when in the judgement of school officials, the best interests of the child will be served by doing otherwise.
- School District will send follow-up information via Emergency All-Call System and/or School Newsletters once the emergency is over or as applicable.

DURING A SHELTER IN PLACE:

- Signs are posted regarding "shelter in place" in progress.
- Students will remain in the classrooms, under direction of their teacher, until the emergency situation no longer exists and it is safe to send students home or to another safe place.
- If school buildings are unsafe, students will be assembled, by class, in an open outdoor area or evacuated to a nearby evacuation site.
- Site Administrator will announce "All Clear" when it is safe to resume normal school function.

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DURING A GENERAL LOCKDOWN:

- All exterior doors will be locked and no person is allowed to enter or leave the building.
- Blinds will be pulled on all window openings.
- Teachers will continue with their regular lesson plans if possible.
- **IF** deemed safe to do so, staff and students may be allowed to use site facilities.
- Site Administrator will announce “All Clear” when it is safe to resume normal school function.

DURING A CODE RED LOCKDOWN: (Imminent Threat)

- Teachers/staff will lock **ALL** doors and windows, close blinds and will barricade the door(s).
- Teachers / students will build an interior barricade away from windows.
- Teachers will turn off all lights and instruct students to remain calm and quiet.
- Staff and students will hide behind their barricade, no one will be allowed to enter or leave the classroom.
- Site Administrator will announce “All Clear” once law enforcement has deemed it safe to do so.

DURING AN EVACUATION:

- Teachers/staff supervise students’ evacuation to outside assembly areas and take student rosters with them.
- Designated school staff sweep and clear school buildings.
- Designated school staff assist special needs students.
- If outside assembly locations are deemed unsafe, the District Office is informed and the Transportation Department assists.
- Procedures are implemented to reunite students with parents.

DURING AN EMERGENCY SCHOOL CLOSURE:

- Parents would be notified via Emergency All-Call System and/or the District website. (If before school, school site newsletters would also be sent out).
- All staff would remain at school until all students are safe and accounted for by their parent/guardian or someone from the student’s emergency contact information.
- The Transportation Department would be in operation for home delivery, if deemed safe to do so.