

School Emergency Information Guide



For Parents and Guardians

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

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 tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, lockout, shelter-in-place, evacuation or any combination of these protocols, as a means to ensure the safety and well-being of students and staff.



- **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 too 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 and TV reports for regular updates and instructions.

- **How Will You Be Reunited With Your Child?**

Parents/guardians will be directed by the school or public officials via TV/Radio or other emergency notification systems to their child's specific location. Based on the school's standard operating procedures, students will be released to parents/guardians at the designated family reunification center.

- **How Can You Help?**

BE PREPARED FOR A SCHOOL EMERGENCY

Ensure that your child's emergency contact information is accurate and current.

Become familiar with your schools emergency communications procedures. Each school is committed to providing accurate and timely information in the event of an emergency.



Safety Terms & Procedures

HOLD

Students

Clear the hallways and students/staff should remain in their classrooms until the "All Clear" is announced.

Adults

Close and lock the door. Account for students and adults.

SECURE

Students

Return to interior portion of the school (as directed by school faculty/staff).

Adults

Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students and adults.

LOCKDOWN!

Students

Locks - lights - and out of sight. Maintain silence. Do not open the classroom doors. Silence cellphones.

Adults

Recover students from hallway if possible. Lock the classroom door. Turn out lights. Move away from interior and exterior windows. Maintain silence. Do not open the door. Consider reinforcing doorways. Prepare to evade or defend.

EVACUATE!

Students

Leave personal belongings behind. Follow instructions of faculty and staff. If possible, bring your cellphone.

Adults

Lead students to Evacuation location. Account for students and adults.

SHELTER!

Students

Use appropriate safety strategy for the hazard you are experiencing.

Adults

Account for students and adults. Notify school leadership of any missing or injured students or staff.

In Case of an Emergency

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



DO tune into local TV/Radio Stations for official school news alerts

DO rely only on official communication from school or public safety officials

DO listen for official information regarding the reunification process



DO NOT call or rush to your child's school. Your presence could interfere with emergency responders.

DO NOT phone your child or school. Staff and students are discouraged from using cellphone communication for safety reasons.

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For more information, please visit the Vermont School Safety Center's website at <https://schoolsafety.vermont.gov>.