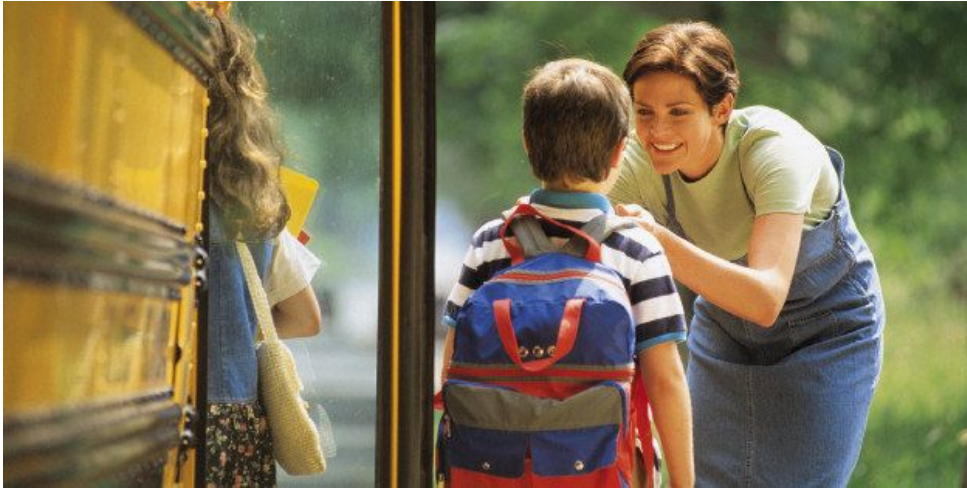


# School Emergency Information Guide



## 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 up 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.

## *Safety Terms & Procedures*

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

### **HOLD!**

**STUDENTS-** Clear the hallways and remain in room or area until the "All Clear" is announced. Do business as usual. **ADULTS-** Close and lock the door. Account for students and adults. Do business as usual.

### **SECURE!**

**STUDENTS-** Return to inside of building. Do business as usual. **ADULTS-** Bring everyone indoors. Lock outside doors. Increase situational awareness. Account for students and adults. Do business as usual.

### **LOCKDOWN!**

**STUDENTS-** Move away from sight. Maintain silence. Do not open the door. **ADULTS-** Recover students from hallway if possible. Lock the classroom door. Turn out the lights. Move away from sight. Maintain silence. Do not open the door. Prepare to evade or defend.

### **EVACUATE!**

**STUDENTS-** Leave stuff behind if required to. If possible, bring your phone. Follow instructions. **ADULTS-** Lead students to Evacuation location. Account for students and adults. Notify if missing, extra or injured students or adults.

### **SHELTER!**

**STUDENTS-** Use appropriate safety strategy for the hazard. **ADULTS-** Lead safety strategy. Account for students and adults. Notify if missing, extra or injured students or adults.

## ◆ How Will You Be Reunited With Your Child?

Parents/Guardians will be directed by school or public safety officials via TV/Radio or other emergency notification systems to their child's specific location. Based on internal standard operating procedures, students will be released to parents/guardians at the family reunification center. The reunification process can be time-consuming so parents are urged to be patient.

## ◆ 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 communication procedures. Each school is committed to providing accurate and timely information in the event of an emergency.



## ◆ 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** 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 reunification with your child.

**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 cell phone communication for safety reasons.



For any questions or comments please contact Rob Evans, Vermont School Safety Liaison Officer at [revans@margolishealy.com](mailto:revans@margolishealy.com) or at 802-839-0448

*These resources have been developed from materials provided by Readiness and Emergency Management for Schools (REMS).*