When and why are students and staff asked to Lockdown, Secure the Building, 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 flooding, or an intruder in or near the school. The nature of a crisis dictates whether school officials will put in place a lockdown, secure the building, shelter in place or 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 to get your child/children.

The truth is, this only complicates matters from a safety, security and emergency response standpoint. Parents too close to an incident often hinder the rescue attempts of police and fire officials, and can interfere with emergency medical responders, who may be needed on the scene.

The best action parents can take in an emergency... is to stay close to their phone and email, and monitor local radio and TV reports and the district website for updates and instructions.
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. Students are confined to classrooms to wait silently. 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.

- **SECURE THE BUILDING**
  Students take refuge inside a school or designated area to protect them from severe weather or other threat outside. Activities may continue indoors. No entry into or exit from the school will be allowed until an “all clear” announcement is made. Students will NOT be released during Secure the Building.

- **SHELTER IN PLACE**
  Students take refuge inside a school or designated area to protect them from hazardous materials. Depending on the situation, entry and exit from school may not be allowed until an “all clear” announcement is made. Students will NOT be released during Shelter in Place.

- **EVACUATION**
  Some building emergencies require students to be relocated to an evacuation assembly area. Students will be released ONLY to parents or guardians who are documented as emergency contacts and who present photo ID (driver’s license, military ID or passport). This procedure is necessary to account for all students.

- **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 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 may be to call or rush to your child’s school, please follow these tips:

  - DO rely only on official communications from the school or public safety officials.
  - DO tune into local TV/Radio stations for official school news alerts.
  - 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 and block roads. Also, you will not be allowed in the school, during a lockdown.
  - DO NOT phone your child or school. Staff and students are discouraged from using cell phone communication for safety reasons. The sound from a call could put your child at risk in a lockdown situation. It is important to keep the school’s lines of communication open for emergency response. Staff will be focused on student safety, rather than answering calls.

**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 from the School District via a variety of sources: district website, E-News/email, TV/Radio, hotline recording, FlashAlert.net email/push notifications, or an emergency phone call-out/email/text system. (Monitor the resources below during an emergency.)

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.

- District Website: www.svsd410.org
- Emergency Hotline: 425-831-8494
- Media notification system: (sign up for email) at www.FlashAlert.net or download the FlashAlert Messenger App
- Local TV & Radio stations

Parents, your support and cooperation, in helping our schools manage emergencies is appreciated.