• 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 flooding; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation or any combination of two 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 and the district website for updates and instructions.

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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 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.

- 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. 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 is important to keep the school’s lines of communication open for emergency response. Staff will be focusing 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 via a variety of sources in our district: website, E-News/email notification, TV/Radio, hotline recording, FlashAlert.net text/emails or an emergency phone call-out system. (See resources below 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.

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

Thanks, parents, for your role in helping our schools manage emergencies and keep your students safe.