



## Parent Guide

### Be Prepared for a School Emergency

- ✓ Ensure that your child's emergency contact information is accurate and current.
- ✓ Register for automated e-mail, text or voicemail messages within Sapphire.
- ✓ Become familiar with your schools' emergency communication procedures.

### In Case of a School Emergency

Please follow the steps listed below:

- ✓ DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- ✓ DO NOT phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- ✓ Check for e-mail, text or voicemail message from the school.
- ✓ Tune in to local TV/radio stations for official school news alerts
- ✓ Check the school district's website or social media accounts.
- ✓ Rely only on official communication regarding reunification with your child.

### Emergency Terms and Procedures

**Evacuation:** Process used to move students and staff out of the building to an appropriate evacuation assembly point or relocation site (location where students can be kept for an extended period of time) by a pre-designated route (if usable) to avoid a potentially threatening situation that involves the entire building.

**Reverse Evacuation:** is used when a general threat exists on the exterior of the school and school occupants are at risk of being harmed by the threat (e.g., a stray dog on campus)

**Shelter: Hazardous Environment** is used to protect school occupants from external threats such as chemical, biological, or radiological releases and other man-made threats.

**Duck, Cover & Hold** is used if an earthquake or weather related event could be occurring.

**Severe Weather Sheltering** is used when there is a threat of high winds/tornados or other natural threat, which may cause structural damage to the building and/or vehicles. May also be used if the result of the weather created unsafe passages on roadways and bus routes.

**Exterior Lock Down** consists of moving all students off playgrounds and other outside areas and into the school, securing all entrances, and denying access to any unauthorized persons. This procedure is used for a human threat outside the building.

**Interior or Administrative Lockdown** consists of securing all doors in the school and moving students to a safe location within the classroom or other room. This procedure is used for a human threat inside the building or for items such as canine searches that we cannot have school occupants in the hallways.

## **How Can I Be Reunited with My Child?**

**Reunification** is the process to follow should there be a need to reunite parents/guardians with their student outside of the normal dismissal procedures. The procedures are as follows:

- ✓ Individuals who need to pick up students will be directed to the students' location by school or public safety officials. This information will be distributed via the automated e-mail, text and voicemail notification service that is within Sapphire, district website, or local TV/radio station.
- ✓ Parents will be required to check-in via the process the school has set up (e.g. by grade level, by child's last name, etc.)
- ✓ Individuals will be required to present a valid, government-issued photo identification such as a driver's license, state ID, military ID, Permanent Resident ID card, or passport at the check-in area. Students will be released **ONLY** to individuals documented as emergency contacts.
- ✓ Once identified as an authorized individual, school personnel will direct you to another location where your child(ren) will be brought to you.
- ✓ Individuals may be asked to show identification multiple times and before leaving the site.

***The reunification process can, and will be, time-consuming, so people who are picking up students are urged to be patient.***