



■ **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, rush up to the school and get your child/children, or contact your child directly via cell phone. The truth is, from a safety and security standpoint, these actions only complicate matters and may put the children in more danger.

Parents too close to an incident often hinder the rescue attempts of police and fire officials on the scene. A ringing cell phone could alert an intruder to the location of students. The best action parents can take in an emergency is to stay close to their phone, email and to monitor <http://www.maplerun.org/news> or [Facebook](#) for regular updates and instructions.

■ **When and Why Are Students and Staff Asked to Lockdown, Secure the School 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; or an intruder in or near the school. The nature of a school crisis dictates whether school or law enforcement officials will put in place a Lockdown, Secure the School, Evacuation or any combination of two of these protocols, as a means to ensure the safety and well-being of students and staff. Maple Run Unified School District works closely with St. Albans Police on safety issues and training.



**Maple Run Unified School District**

Bellows Free Academy – St. Albans  
(802) 527-6555

Northwest Technical Center  
(802) 527-0614

Collins Perley  
(802) 527-1202

St. Albans City School  
(802) 527-0565

St. Albans Town Educational Center  
(802) 527-7191

Fairfield Center School  
(802) 827-6639



**School Emergency Information Guide**



**FOR PARENTS AND GUARDIANS**



**St. Albans Police Department  
(802) 524-2166**

■ In the event of an emergency at your child's school, it is important to know these terms used by all Maple Run schools.

▶ **LOCKDOWN**

If an internal or external threat is identified at the school, all school doors are locked and students are confined to designated rooms. No entry into or exit from the school will be allowed. Students will **NOT** be released during a lockdown. Students will be escorted from the building by law enforcement to a designated reunification site once it is deemed safe.

▶ **SECURE THE SCHOOL**

Secure the School recovers all students from outside the building, secures the building perimeter, and locks all outside doors. Activity inside the school may continue with supervised movement between classrooms. Criminal activity, dangerous events in the community, or even a vicious dog on the playground could trigger a Secure the School response. No entry into or exit from the school will be allowed. Students will **NOT** be released during a Secure the School incident.

▶ **EVACUATIONS**

In the event of certain building emergencies (gas leak, bomb threat, water main break), students and staff will leave the building and may be relocated to an evacuation assembly area. Students may be released **only** to parents/guardians with picture ID and permission from a district official as part of a formalized family reunification process to ensure the safety of all. BFA High School has a provision for Emergency Dismissal in some situations.



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

Parents/Guardians will be directed by school or public safety officials via the district's alert system to their child's specific location. Students will be released **ONLY** to parents/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.

■ **How You Can Help**

**BE PREPARED FOR A SCHOOL EMERGENCY**

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

The district uses an alert system to notify parents of emergencies and inclement weather via text message, email, and phone calls to those who sign up for it. Also check [maplerun.org/news](http://maplerun.org/news) which feeds to the Maple Run Facebook page.

Become familiar with your school's 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** rely only on the District's alert system and/or <http://www.maplerun.org/news> communication from school 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 or text your child or school. Staff and students are discouraged from using cell phone communication for safety reasons.

