

**What you can expect during a crisis at your child's school:**

- ★ The school emergency response plans will be implemented and the incident command team will respond according to the plan and as trained.
- ★ Both 911 and the school district office will be informed and will respond quickly and effectively to ensure the safety of all students and staff.
- ★ All appropriate emergency response agencies will be dispatched to the school, as needed.
- ★ Depending on the situation, all students and staff will be secured within the school building(s) or evacuated to a safe location.
- ★ Parents will be kept informed on the situation with as much detail as possible to ensure the safety of all students and response personnel.
- ★ A written explanation of the crisis and the response will be sent home with students as soon as possible.

**Successful, safe and effective schools are also those with high levels of parent and caregiver involvement. You are vital to your student's well-being and safety. Help us keep schools safe by staying informed and talking with your child about school safety and emergency response. Please talk with your school about any concerns that you or your child have about school safety.**

**For additional information on Disaster and Emergency Preparedness for your family, visit [RedCross.org](http://RedCross.org), or [FEMA.gov](http://FEMA.gov). There are several downloads available on both sites that give step-by-step information on preparing for and dealing with crises.**

**Check out "Are You Ready?" on the FEMA site ([fema.gov/areyouready/](http://fema.gov/areyouready/)), and "Be Red Cross Ready" listed under the preparedness section of the Red Cross website.**

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# Keeping Students Safe When Crisis Strikes at School



Information for parents and caregivers on Readiness and Emergency Management for Schools

*The purpose of this brochure is to provide general information on the emergency response readiness of the schools in your community. This information is only an introduction to the plans and resources that schools have in place to ensure the safety and security of your child. For more detailed information, contact your school's office.*

**Some of the safety and security measures currently in place in schools include:**

- ★ School safety plans and emergency response procedures for;
  - evacuation and school closure
  - shelter-in-place
  - secure school and lockdown
- ★ Emergency communications plans including parent notifications and alerts
- ★ School Incident Command Teams equipped with emergency response kits
- ★ Partnerships with local emergency responders and collaboration for training and planning purposes
- ★ Visitor sign-in procedures
- ★ Regularly held emergency response drills with all students and staff, and ongoing training for emergency response teams
- ★ Safety assessments of school facilities in partnership with the school insurance agency, the Tuolumne Joint Powers Authority
- ★ First aid kits, fire extinguishers and classroom lockdown safety kits
- ★ School Safety hotline with the National We Tip program, 1-800-78-CRIME (27463)

**How will the school respond when an incident occurs?**

Depending on the nature of the incident, we will implement one of the following emergency response procedures:

**Lockdown or Secure School**

In situations involving an intruder or threat of violence near the campus the school will be locked down with all students and staff secured safely inside. Lockdown is the most secure and requires that everyone stays quiet and hidden inside locked buildings. Secure school requires everyone to stay locked inside school buildings but allows for continued operations as much as possible.

**Duck and Cover**

This action is taken to protect students and staff from falling debris and is most commonly used for earthquakes. Duck and cover requires everyone to duck under a desk or table and cover their head with their hands. This position is then held until the shaking stops and the area is stable.

**Evacuation**

When it is unsafe for students and staff to stay inside the building then everyone will evacuate to a safe location. This may be an alternate location on campus like the playground or athletic field. At times the entire campus may not be safe and everyone will be evacuated to an off-site location. Following an off-campus evacuation, parents will receive information on the location and instructions for picking up their child(ren). Each school has identified their on and off campus evacuation sites in their school emergency response plan.

**What can parents do to help ensure the safety of students during emergencies?**

If an incident occurs, it is only natural for parents and caregivers to want to rush to the school. However, doing this will often complicate a school-based incident and may interfere with the work of school personnel and emergency responders.

You can help manage a crisis situation by following these steps:

**Remain Calm**

Do your best to cooperate with school and public safety officials. Follow any instructions you may receive regarding your student.

**Keep Roads Clear**

Do not come to the school as that may interfere with the response efforts and put you in harms way. Traffic or parking congestion could block access to the school for critical resources like police, fire or emergency medical responders.

**Keep Phone Lines Open**

Do not call the school office. Excessive phone calls could jam the phone system and hamper emergency communications.

Do not call your student if he or she has a cell phone. The circuits you are using may be essential for the emergency response.

Monitor the communications channels identified by your school site such as websites or radio stations.

**Be Patient**

Students will be released to parents and guardians, or emergency contact persons as soon as possible.