

Communication & Education

- **Information to be included in parent handbook & on website**

Based on best practices, Law Enforcement, and DOE guidance:

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 for regular updates and instructions.

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- **Safety Terms and Procedures**

In the event of an emergency at school, it is important for parents 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

In response to a medical emergency or potential threat that is not imminent, the school may shelter-in-place. Instruction continues, but students are confined to their current location and 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/guardians with picture ID and permission from a school official. This procedure is necessary to account for the whereabouts of all students.

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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 a severe storm or high wind event, 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 these protocols, as a means to ensure the safety and well being of students and staff. Specific steps to follow are outlined and shared with staff in the school's crisis intervention manual (confidential).

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How Can I Be Reunited with My Child?

REUNIFICATION

Parents/Guardians will receive official communication by school or public safety officials 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.

Communication and Roles

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 our student information system to notify parents of inclement weather and emergencies.

Become familiar with the school's emergency communication procedures. TCCS is committed to providing accurate and timely information in the event of an emergency.

In the Event of an Actual Emergency

Although your first reaction would be to call or rush to your child's school, **please** follow the tips listed below:

DO tune into local TV/Radio stations for official school news alerts.

DO rely only on official communication from school or public safety 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 your child or school. Staff and students are discouraged from using cell phone communication for safety reasons.