



School Emergency Information Guide

What you should know about Emergency Preparedness in our schools and facilities.

TSD Safety Terms and Procedures

In the event of an emergency at school, it is important to know the terms we use to respond to incidences on or near our campuses. The district utilizes the K-12 Standard Response Protocol from the "I Love U Guys" Foundation.

- 1 HOLD** – "In Your Classroom or Area". Students are trained to clear the hallways and remain in their area or room until an all clear is announced. Learning continues inside as usual.
- 2 SECURE** – "Get Inside. Lock Outside Doors". Students are trained to return to inside of the building and learning continues as usual. All outside doors are locked.
- 3 LOCKDOWN** – "Locks, Lights, Out of Sight". Students are trained to move away from sight, maintain silence, and not open any doors. Students will be recovered from hallways into classrooms or lockable areas.
- 4 EVACUATE** – "To a location". Students are trained to leave their things behind if needed and follow the instructions of adults in charge. Families will be notified of evacuation/reunification site, if evacuated off campus.
- 5 SHELTER** – "State Hazard and Safety Strategy". Students and staff may be required to remain inside the building and/or to a different location within the building. Activation examples include chemical release outside, chemical spills, extreme weather, earthquake.

**If you have questions regarding the emergency plan at your child's school, please contact the principal.*

Your Role

In case of a school emergency

-  **DO** keep your phone close by to receive notifications from the District.
-  **DO** tune into local radio and TV stations for alerts, but rely on official communication from the school or public safety officials.
-  **DO** listen for official information regarding reunification with your child.
-  **DO NOT** rush to your child's school. Your presence could interfere with the emergency responders.
-  **DO NOT** phone your child or their school. Staff and students are discouraged from using phone communication for safety reasons. Silence during a major incident may save lives.

The best thing you can do...

Family members too close to an incident often hinder the rescue attempts of police and other first responders.

The **best action** parents and guardians can take in an emergency is to **stay close to their phone and email and to monitor local radio and TV reports for updates and instructions.**

Your Role

In case of a school emergency

In a school emergency the first instinct as a parent is to pick up the telephone and start calling the school, or to rush to the school to get your child/children. The truth is, this only complicates matters from a safety and security point of view and can hinder rescue attempts of first responders or even put yourself at risk.

Reuniting with your child/children

In the event of an evacuation, parents and guardians will be directed by the school or public safety officials via phone/email to their child's specific location. Students will only be released to adults who are documented as emergency contacts. The reunification process can be time-consuming so you are urged to be patient. Your child will continue to be under supervision of school district staff until they are released to you.

** Please visit our website for further reunification information.*

How you can help

- 1 Ensure your child's school has up-to-date information (phone, email, and street address) for you and **ALL** emergency contacts. The District notification system uses this data to contact you.
- 2 Have an emergency care provider in place and listed on your child's record in the event of an unplanned early dismissal.
- 3 Know that District and school administrators and law enforcement are the only official sources of information in a school emergency.

When and Why are students and staff asked to go into Hold, Secure, Lockdown, Evacuate, or Shelter

A school crisis can take a number of different forms including environmental events such as a chemical spill or gas leak, a weather emergency such as an earthquake or flood, or criminal activity near a school.

The nature of a school emergency dictates whether school officials will put in place a hold, secure, lockdown, evacuate, or shelter, or any combination of these protocols, as a means to ensure the safety and well-being of our students and staff.

