

# SCHOOL EMERGENCY GUIDE FOR PARENTS

The Wilson School District is committed to providing a safe environment for student, staff, and visitors. We work closely with safety officials – police, fire, emergency medical services, and public health – in order to ensure our schools are well prepared for an emergency. We have developed a comprehensive plan that covers a wide variety of emergencies that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our schools.

Should a school emergency occur, a parent can get important information and directions by doing one or all of the following:

- ✓ Seek information from the school district crisis notification communication system – ALERTNOW.
- ✓ Visit the Wilson website ([www.wilsonsd.org](http://www.wilsonsd.org)).

## ***ALERTNOW RAPID COMMUNICATION SYSTEM***

**Wilson School District** uses the ALERTNOW Rapid Communication System as part of its ongoing effort to enhance student/staff safety, security, and communications. ALERTNOW will be used to contact parents via telephone in a variety of situations ranging from severe weather and power outages to other emergencies that may cause a school to evacuate, relocate, or lockdown. ALERTNOW also will be used to inform parents when schools are closed or opening late due to inclement weather. The system may also be used by individual schools to communicate important information to their school community.

Every parent who has a child attending Wilson schools is automatically signed up to receive messages through ALERTNOW.

In order for the ALERTNOW system to be effective, Wilson School District must have accurate contact information for all parents. Without current contact information, the ALERTNOW system will not be able to make the necessary contacts in the event of an emergency.

**Whenever a parent changes a home phone number, cell phone number or e-mail address, they need to notify their child's school so the information can be updated.**

## ***WHAT PARENTS SHOULD DO TO PREPARE FOR A SCHOOL EMERGENCY***

- ✓ Provide **accurate emergency contact information** to your child's school and notify the school if it changes.
- ✓ Communicate with your child about **being prepared for emergencies**. This includes taking drills, such as fire drills, seriously. It also includes reporting when unidentified visitors are on school property or reporting anything that is out of the ordinary or unusual in the school day to an adult at school.
- ✓ Identify who would be authorized to pick up your child if there is a school or community emergency. Make sure anyone identified as an emergency contact is listed on your child's student emergency information card.

## ***WHAT TO DO DURING A SCHOOL EMERGENCY***

- ✓ If there is an emergency at one of the Wilson School District schools, wait for official instructions that will be communicated using the Wilson School District website ([www.wilsonsd.org](http://www.wilsonsd.org)) and ALERTNOW. This telephone message will inform you of what has happened and what you should do (if anything).
- ✓ Please do not call the school. Phone lines and staff are needed for emergency response efforts.
- ✓ Please do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.

- ✓ Students will be kept in school or at a neighboring school or other shelter until the end of the school day if possible. If you are asked to pick up your child, the reunification site and the time when you can meet your child will be announced by school officials using the Wilson website and ALERTNOW.
- ✓ When you go to the reunification site, bring a picture I.D. (e.g., driver's license, passport, etc.) and check in with school officials.
- ✓ Students will be released to parents or guardians who have acceptable identification and who are named on the student emergency information card.
- ✓ If a legal guardian cannot pickup a child, the child will remain at the reunification site.

### ***SAFETY TERMS AND PROCEDURES***

In the event of an emergency at your child's school, it is important 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** – Students take refuge in designated areas to protect them from hazardous materials or severe weather. *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 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 from a district official. This procedure is necessary to account for the whereabouts of all students.*

**REVERSE EVACUATION** – Students are evacuated from the outside of a building to the interior in the event of an outside threat. *No entry into or exit from the school will be allowed until an "all-clear" announcement is made.*

### ***HOW CAN I BE REUNITED WITH MY CHILD?***

**REUNIFICATION** – Parents/Guardians will be directed by school or public safety officials via the website and ALERTNOW 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.*

### **FOLLOWING AN EMERGENCY:**

- Listen to and acknowledge your child's concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.