



Safety Guide for Parents & Students

This guide is intended as a tool to inform and educate parents and students of safe practices during an emergency.

Immediate Response Actions Duck, Cover and Hold On

Used in the event of an earthquake to protect students and staff from flying or falling debris.

Everyone seeks protection under a table or desk, away from windows or anything that could fall and hurt you. Cover heads with arms and hands and hold on.

If outside, everyone should drop to the ground, place heads between knees and cover heads with arms and hands.

All Alert

This action is taken when the correct response is still being determined but notice has been received of some type of emergency.

Teachers keep students in the classroom until further instructions are given.

If outside, they proceed to their classroom if it is safe to do so.

Shelter-in-Place

Used to keep students indoors in order to provide greater protection from airborne contaminants in the outside air; police helicopter in neighborhood, animal on site, etc.

If appropriate shut down the classroom/building HVAC System; turn off fans; close and lock doors and windows, seal gaps under doors and windows; seal vents with aluminum foil or plastic wrap; turn off all sources of ignition.

Doors and windows are closed and locked immediately.

Students and staff may not move about the campus (except with police escort).

Curtains and blinds are pulled.

Class instruction may continue.

Lockdowns

Used in eminent danger, situations such as when there is a potentially dangerous stranger with or without a weapon on campus, violent criminal activity in the neighborhood, etc.

Drills are conducted on a regular basis.

Students and adults are brought inside classrooms and other designated areas.

Doors and windows are closed and locked immediately.

Curtains and blinds are pulled.

Lights are turned off.

Students are to stay out of sight of windows and doors. They may take cover behind barriers such as bookcases, partition or desks.

No one leaves or enters the room during a lockdown once secure.

All Clear

Action used to notify teachers that normal school operations may resume.

Evacuations

Used for fires, bomb threats, gas leaks, or other situations where it is deemed unsafe to remain in the building.

Each classroom/building has evacuation routes posted.

Drills are conducted on a regular basis.

Off-Site Evacuation

Action taken when a decision has been made it is unsafe to remain on the campus.

Teachers take students to the off-site assembly area.

Releasing Students (Following an Emergency)

Releasing students may be done on campus in a designated area. Students may be released (signed out) to a person on their emergency cards.

Parent Reunification (Following an Emergency)

Parent Reunification may be used when the immediate area of the school perimeter is deemed unsafe (bomb threat; violent incident on campus, etc.).

Parents are directed not to come on campus during a lockdown for their own safety and the safety of those locked down. Generally, law enforcement will block access. Excessive vehicle traffic hinders access by emergency vehicles. Please do not try to come on campus during a lockdown.

The Role of the Student during an Emergency

Students should understand and follow all plans applicable to the given emergency.

They should be trained to recognize the distinctive fire alarm and to vacate the room quickly upon the signal.

Must be aware of the primary and alternate exit routes.

Are to remain silent during the entire procedure.

Are to face away from buildings.

Students should not panic.

In the absence of adult direction, decide where it is safest to be and remain there.

If a violent situation occurs, notify the nearest school staff member.

Share all relevant information with law enforcement, teachers, and school staff.

During and after the emergency, to the extent that is safe, keep your belongings with you, do not pick anything up, and do not go back for anything until receiving clearance.

Stay calm; reassure fellow students.

Do not perpetuate rumors to others. This includes cell or text messaging. We want parents and students to have accurate information, not rumors.

The Role of the Parent during an Emergency

Stay calm during a school emergency. Your attitude/actions conveyed to students in person or by cell phone may be traumatic, especially to young children.

Make sure your emergency contact numbers are updated and on file in the office.

During a school emergency, listen carefully to emergency notification messages. Check campus and school web pages, www.cacmp.org, as phone communication may be interrupted due to excessive calls.

Do not allow the media, against your will, to pressure you to be interviewed during an emergency.

Rely on factual information from the school or law enforcement. Frequently rumors may surface.

Recognize that emergency counseling services will be available for your child affected by an emergency.

In the case of an actual emergency, parents are notified by phone using our voice dialer system.

