

# Emergency Guidelines for Parents and Guardians

## Be prepared

•So that we can keep you informed, make sure your child's emergency contact information is accurate, current and updated as needed. To update this information, click [here](#) or contact your child's school directly.

•Become familiar with SJSD's emergency communication outlets, listed under "Stay informed" in the following column.

## Be informed

Familiarize yourself with the following emergency terms and procedures:

•**Lockout:** A lockout takes place if a threat is identified outside the school. All outside school doors are locked, but classes continue as normal. No entry into or exit from the school will be allowed.

•**Lockdown:** A lockdown takes place if a threat is identified inside the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed.

•**Shelter:** Students take refuge in designated areas to protect from hazardous materials or severe weather. Entry or exit from the school will be controlled.

•**Evacuation:** In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly area. Parents will be notified of the location once it has been determined it is safe to initiate a reunification.

## Trust

•Trust that during an emergency we are doing what is needed to protect students, and then communicating to parents as quickly as possible when we have full and accurate information.

•Trust that staff and students are prepared for emergency situations. Schools participate in emergency drills throughout the year, and staff and emergency responders know the best procedures for keeping students safe.

•**DO NOT** call or rush to your child's school. Phone lines, staff and local roads are needed for emergency response efforts

•**DO NOT** phone/text your child. The noise of cell phones and phone conversations could put students in danger. Also, students need to be paying attention to the instructions from trained staff. Conflicting instructions from parents may put a child's safety at risk.

## Stay informed

Check MULTIPLE official outlets for updates. The most up-to-date information will be on district and school websites, Facebook and Twitter:

- SJSD website: [www.sjdsd.org](http://www.sjdsd.org)
- SJSD on Twitter: @sanjuanschools
- SJSD on Facebook: San Juan Schools
- Emergency email messages
- Automated phone messages (update phone number changes at your student's school).
- Local TV News stations and print media websites, as well as their Twitter feeds.

## How will I be reunited with my child?

Parents/guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the emergency communication outlets listed under "Stay informed."

Students will be released ONLY to parents/guardians or other designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, military ID, Permanent Resident ID card or passport. Please remember to bring your ID with you, and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.

The reunification process can be time consuming, so everyone is urged to be patient.

## Recovery

Following the emergency, we encourage parents to:

- 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.

Should you or your child have serious concerns in response to an emergency or crisis, contact your child's school directly for information and guidance.