

SCHOOL EMERGENCY INFORMATION GUIDE FOR PARENTS/GUARDIANS

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 response attempts of police and fire officials on the scene. The best action parents can take in an emergency is to monitor the school district's website/Facebook page, listen to the local radio for regular updates and instructions, and stay close to the phone for an automated call from the school officials.

In Case of a School Emergency

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

DO NOT call or rush to your child's school. Your presence could interfere with emergency responders.	DO monitor the school district's website/Facebook page, listen to the local radio for instructions, and stay close to the phone for an automated call from the school officials.
DO NOT phone your child or school. Staff and students are discouraged from using cell phone communication for safety reasons.	DO rely only on official communication from school or public safety officials.
	DO listen for official information regarding reunification with your child.

On the web: www.goldendaleschools.org

On Facebook: Goldendale School District

On the radio: KLCK, 1400 AM

How Can I Be Reunited with My Child?

Parents/Guardians will be directed by school or public safety officials via the school district's website/Facebook page, the local radio station, and/or an automated call from school officials to their child's specific location. Students will be released ONLY to parents or 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.

How Can You Help?

BE PREPARED FOR A SCHOOL EMERGENCY

Ensure that your child's emergency contact information is accurate and current.

The district uses an automated phone system to notify parents of inclement weather and emergencies.

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

Safety Terms and Procedures

In the event of an emergency at your child's school, it is important to know these terms:

➤ **SECURE AND TEACH**

A Secure and Teach procedure may occur if a potential internal or external situation is identified that may affect our schools. All doors are locked and school operations continue but with very restricted exterior student movement. No entry into or exit from the school will be allowed unless approved by administration. It is helpful if parents do not come to the school to retrieve their child during the Secure and Teach operation as it can interfere with the services provided by local law enforcement.

➤ **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 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 district official. This procedure is necessary to account for the whereabouts of all students.

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 forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the schools. The nature of a school crisis dictates whether school officials will place a lockdown, shelter-in-place, evacuation or any combination of two of these protocols, as a means to ensure the safety and well-being of students and staff.

**Goldendale School District No. 404
Administration Office
604 East Brooks, Goldendale WA 98620
(509) 773-5177**

Goldendale Primary School
820 South Schuster

Goldendale Middle School
520 East Collins

Goldendale High School
525 Simcoe Drive

On the web: www.goldendaleschools.org

On Facebook: Goldendale School District

On the radio: KLCK, 1400 AM