

Parent Communication

You may receive a text, phone or email message from the school informing you of an emergency at school.

Go to the district website for updates: www.washk12.org.

We may also use media such as TV or radio to update you.

Please do not call the school as it may interrupt the emergency response and recovery efforts there.

Students will be instructed to not use cell phones other than to send you a quick text message.

Checking Students Out of School

Photo ID is required to pick up a student at any time other than the regular dismissal time.

Students will be checked-out only to those adults who have prior approval from parents.

Make sure the school has your contact information, including **updated cell phone numbers**, and the contact information of those adults who have your approval to pick up your child.

Visitor Sign-in

For safety everyday, all visitors are required to SIGN IN at the front office of any school in Washington County School District.

How will students be released?

Listen for an announcement as to which type of release is in place, and when to pick up your child. Park in designated areas. Do not abandon vehicles.

1. QUICK RELEASE:

The emergency may warrant a QUICK RELEASE (such as power shut down at the school).

Elementary and **Intermediate** level students will need to be picked up by their parents. You may pick up your child from your child's teacher at the child's outside classroom door and/or other designated areas. Please follow signage.

Middle school students may be released on their own if they have prior approval to do so.

High school students may be released on their own, depending on the circumstances. There may, however, be instances in which a student may not be allowed to remove a vehicle from the parking lot.

2. CONTROLLED RELEASE:

The emergency may warrant a CONTROLLED RELEASE (such as school building has been damaged, crime scene).

Follow signs to a Check-in area.

Fill out a Parent Reunification card for each child & show photo ID.

You will be directed to a Reunification area where your child will be brought to you.

Please note that this CONTROLLED RELEASE may occur at a site other than the school.

PLEASE NOTE: Busses will probably not be running their regular routes.

In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

Lockout! Secure the Perimeter.

Students

Return inside
Business as usual

Teachers

Bring students into the building
Increase situational awareness
Take roll
Business as usual

Parents

Check email, text & phone messages
Do not call the school
Go to www.washk12.org for updates
No one will be allowed in or out
Do not pick up student until notified
Bring Photo ID

Lockdown! Locks, Lights, Out of Sight.

Students

Move away from sight
Maintain silence

Teachers

Close your locked classroom doors
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll

Parents

Check email, text & phone messages
Do not call the school
Go to www.washk12.org for updates
No one will be allowed in or out
Do not pick up student until notified
Bring photo ID

Evacuate! (Directions to Follow.)

Students

Leave your stuff behind
Form a line
Hand in hand as directed

Teachers

Lead evacuation to location
Take roll
Notify if missing, extra or injured students

Parents

Check email, text & phone messages
Do not call the school
Go to www.washk12.org for updates
Do not pick up student until notified
Bring photo ID

Shelter! (Directions to Follow.)

Students

Shelter types:
1. For tornado
2. For bomb
3. For hazmat
Shelter methods:
1. Drop, cover and hold
2. And seal the room
3. In silence

Teachers

Shelter type
Shelter method
Take roll

Parents

Check email, text & phone messages
Do not call the school
Go to www.washk12.org for updates
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