

## 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](http://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.

## How will students be released?

### 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](http://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](http://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](http://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](http://www.washk12.org) for updates  
Do not pick up student until notified  
Bring photo ID



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## Everyday Safety- Checking In & Checking Students Out

All visitors are required to **sign in** at the front office of any school in Washington County School District.

**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.