In an Emergency
When you hear it. Do it.

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.

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.

   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
   - Do not pick up student until notified
   - Bring Photo ID

   Lockout! Secure the Perimeter.

   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
   - Do not pick up student until notified
   - Bring Photo ID

   Lockdown! Locks, Lights, Out of Sight.

   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

   Evacuate! (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
   - Do not pick up student until notified
   - Bring Photo ID

   Shelter! (Directions to Follow.)

   Students
   - 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

   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.