

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.

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
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.



standardTM reunification method

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.



Reunification Information (PLEASE PRINT CLEARLY) Have photo identification out and ready to show school district personnel.

Student Name	_____
Student Grade	_____ Student Cell Phone Number
Name of person picking up student	_____
Signature	_____
Phone number of person picking up student	_____
Relationship to student being picked up	_____
Photo identification matches name of person picking up student? Y or N	_____

Print Student Name Again	_____
Student Grade	_____ School personnel completes upon release of student.
Student Birthday	_____ TIME: _____ ADDRESS: _____ OTHER: _____

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their students last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

