

# USD #345 Emergency Operations Plans

## Keeping Students and Staff Safe

**Some of the safety and security measures currently in place in our schools include:**

- School district/building emergency operations plans and emergency response procedures for:
  - ✓ Evacuation and school closure
  - ✓ Shelter in place
  - ✓ Secure school and lockdown
  - ✓ Reunification
- Emergency communications plans including parent notifications and alerts
- School incident Command Teams equipped with emergency response kits
- Partnerships with local emergency responders and collaboration for training and planning proposes
- Visitor sign-in procedures
- Regularly held emergency response drills with all students and staff
- Vulnerability assessments of school facilities
- First aid kits, AEDs, and fire extinguishers
- School Security Officers and School Nurses

**What you can expect during a crisis at school:**

- The school emergency operations response plan will be implemented and the incident command team will respond as outlined in the plan, and as trained, to ensure the safety of all students and staff
- Both 911 and Seaman Education Center will be informed
- All appropriate emergency response agencies will be dispatched to the school site
- Depending on the incident, students and staff will be secured within the school building or evacuated to a safe location
- Parents will receive situational information, via district communication system (email/text/phone/website), or local media
- Information will be sent home with students, with details of the incident and response, as soon as possible

## How will the school respond when an incident occurs?

Depending on the nature of the incident, we will implement the following emergency response procedures:

### ➤ **Lockdown or Secure School**

In situations involving an intruder or threat of violence near the school site, the building will be locked down with all students and staff secured safely inside. Lockdown is the most secure and requires that everyone remains locked inside school buildings but allows for continued operations as much as possible.

### ➤ **Duck and Cover**

This action is taken to protect students and staff from falling debris and is most commonly used for tornados or earthquakes. Duck and cover requires everyone to duck under a desk or table and cover their head with their hands. This position is then held until the area is stable.

### ➤ **Evacuation**

When it is unsafe for students and staff to stay inside the building then everyone will evacuate to a safe location. This may be an alternate location on school grounds, like the playground or the athletic field. At times the entire school site area may not be safe and everyone will be evacuated to an off-site location. Following an off-site evacuation, parents will receive information on the location and instruction for picking up their child(ren).

## What can parents do to help ensure the safety of students during emergencies?

If an incident occurs, it is only natural for parents and caregivers to want to rush to the school. However, doing this will often complicate a school-based incident and may interfere with the work of school personnel and emergency responders. Parents can assist the school in managing an emergency situation by following these steps:

- ✓ **Remain Calm** – Cooperate with school and public safety officials. Follow any instructions you may receive regarding your student.
- ✓ **Keep Roads Clear** - Do not come to the school as that may interfere with the response efforts and put you in harms way. Traffic or parking congestion could block access to the school for critical resources like police, fire or emergency medical responders.
- ✓ **Keep Phone Lines Open** - Do not call the school office. Excessive phone calls could jam the phone system and hamper emergency communications. Do not call your student if he or she has a cell phone. The circuits you are using may be essential for the emergency response.
- ✓ **Stay Informed** - Monitor the local communications channels such as school district website or local media (television and radio stations).
- ✓ **Be Patient** - Students will be released to parents/guardians, or emergency contact persons as soon as possible.

Successful, safe and effective schools demonstrate high levels of parent involvement. You are vital to your student's well-being and safety. Help us keep our school safe by staying informed and talking with your child about school safety and emergency response, and follow up with the school administrator about any concerns that you or your child may have. For more information please visit Seaman USD #345 Emergency Preparedness and Response "Frequently Asked Questions."