

EMERGENCY GUIDELINES

for Parents & Guardians



What you need to know:

1 BEFORE A SCHOOL EMERGENCY

Be prepared

- Make sure your child's emergency contact information is accurate and current. To update this information, please contact your child's school directly.
- Carry the Emergency Procedure Card with you at all times. Visit www.davis.k12.ut.us/dsd/cr to download and print this card.
- Become familiar with DSD's emergency communication outlets, listed under the "Stay informed" section of this document.

Be informed

Familiarize yourself with the following emergency terms and procedures:

- **Hold:** Hallways are cleared and students remain in a classroom or area until the "All Clear" is announced. School continues as normal.
- **Secure:** Students return to inside the school and school doors are locked. School continues as normal.
- **Lockdown:** Locks, lights, out of sight. Doors are locked, lights are turned off, students and staff move out of sight and maintain silence.
- **Evacuate:** Students leave personal belongings behind, bring cell phones if possible and follow instructions. Staff lead students to an evacuation location and account for all persons.
- **Shelter:** Students use appropriate safety strategy for hazards such as fire, hazmat situation or any weather-related incident. Staff lead the safety strategy and account for all people.

2 DURING A SCHOOL EMERGENCY

TRUST!

- We will protect students, and communicate with you as quickly as possible when we have **full and accurate information**.
- Staff and students are prepared for emergency situations. Schools participate in emergency drills throughout the year, and staff and emergency responders use the best procedures to keep students safe.
- **DO NOT call or rush to your child's school.** Phone lines, staff and local roads are needed for emergency response efforts.
- **DO NOT phone/text your child.** The noise of cell phones and phone conversations could put students in danger. Also, students need to be paying attention to the instructions from trained staff. Conflicting instructions from parents may put a child's safety at risk.

Stay informed

We will communicate with you through multiple official channels. Those include:

- Automated text and phone messages (Update phone number changes at your student's school).
- Emergency email messages sent directly to you. (Please make sure messages from the district are unblocked.)
- DSD website: www.davis.k12.ut.us
- DSD Twitter: [@davisschools](https://twitter.com/davisschools)
- DSD Facebook: facebook.com/davisschools

3 AFTER A SCHOOL EMERGENCY

How will I be reunited with my child?

- Parents/guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed as outlined under the "Stay informed" section of this document.
- Students will be released **ONLY** to parents/guardians or other designated individuals who are documented as emergency contacts. All such individuals will be required to present a valid picture ID such as a driver's license, military ID, Permanent Resident ID card or passport.
- The reunification process can be time-consuming, so please be patient during that process.

Recovery

Following the emergency, we encourage parents to:

- Listen to and acknowledge your child's concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.

Should you or your child have serious concerns in response to an emergency or crisis, contact your child's school directly for information and guidance.