

The protocols and procedures outlined in this pamphlet have been compiled with the assistance of the Educational Service Districts across the state.

Research indicates that these are effective procedures when a school is in a crisis or emergency situation.



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**Woodland  
Public Schools**  
Woodland, Washington

A PARENT'S GUIDE TO  
SCHOOL CRISIS PLANNING

**Safe Schools and Emergency  
Preparedness**

## Your Help Is Needed During School Emergencies

This guide is intended to give you a better understanding of the safety procedures in place at your child's school. As parents/guardians, you have entrusted your children to us for the better part of each working day.

**It is important for you, as parents and guardians, as well as students, to know what to do when the school is in a crisis.**

By working together and following proper procedures, we have a much greater chance to keep everyone safe. Advance preparation is vital in maintaining a safe environment.

## Learn More About Your School's Emergency Preparedness and Response Plan

- The district is committed to taking appropriate measures to ensure the safety of all our students and staff members.
- The district and all buildings have crisis and safety plans.
- The plans were designed with the collaborative efforts of school staff, emergency management, local law enforcement, and public health officials.
- The plans, which are regularly reviewed and updated, include procedures to respond to a variety of crisis incidents.

## Preparation Is Key to Safety

School district personnel and students will practice several types of drills associated with some of these specific emergencies on a regular basis during the school year. These drills will include:

- Evacuation (fire)
- Earthquake/Tsunami
- Intruder
- Shelter-in-place
- Complete site evacuation

Drills are important to build confidence and trust, build in automatic responses, and to practice and learn. Talk with your child about the importance of drills.

**Teach your child the importance of listening to teachers in emergency situations.**

## Keep Your Family Emergency Information Current

Emergency and crisis situations can happen at any time so it is very important for you to keep your family contact information current. Notify your child's school every time there is a change. Included in this information should be a current list of friends and family members who are authorized to pick up your child, including current contact information. In an emergency evacuation, students will be released only to individuals on the authorized pick-up list.

**Many times the safest place for students during an emergency is to stay inside the school or shelter-in-place.**

## During a School Emergency

In order for our emergency response plans to be effective, we must depend on the cooperation and assistance of many people, such as the police and fire departments. We also depend on the parents of our students to support our disaster response efforts. **Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.** We ask parents to observe the following procedures during a crisis situation:

- Do not telephone the school. We understand and respect your concern for your child, but it is essential that the telephone system be available for emergency communications.
- Tune your radio to the local radio station or check the district's website for emergency announcements and status reports. You will also receive instructions on where you should go and how/when you may be able to pick up your child.
- Do not come to the school or evacuation location until you are instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If a building is in a lock down situation, you will not be allowed to enter.
- If evacuation is required, students may be transported to a location away from the school. You will be notified of this through media bulletins, the district message line, and/or the county message line. Photo ID is required for student pick-up.
- The media may want to interview you or your child. Depending on the situation, this may make matters worse. If in doubt, decline to participate. The school

has a specific person assigned to communicate with the media.

- Staff have specific assignments and training to respond to situations. Volunteers should report to the Incident Commander for assignment rather than jumping in to assist on their own. Good intentions may sometimes complicate the problem.
- Emergency information should include any special needs or medications your child requires.
- Always check in at the office when you visit school.
- The school district has a plan to assist with emotional recovery after an event.
- It is a good idea to include out of state, or out of the area, emergency phone contacts. In some emergencies, long distance service is all that is available.

## Develop a Family Plan

- Each member of the family should know basic contact information from memory.
- Each member of the family should have more detailed written contact information easily accessible.
- Establish a meeting place for the family to reunite.
- Have an emergency supply of food, water, and first-aid.
- Develop and keep handy an emergency go-kit.
- Practice your plan.

**Your local Red Cross has more information on developing family plans and preparedness courses. Please call (360) 693-5821**