

EMERGENCY GUIDELINES

for Parents & Guardians

What you need to know:

Gilford School District

BEFORE A SCHOOL EMERGENCY

Be prepared

➤ We want to keep you informed so please make sure your child's emergency contact information is accurate and current. To update this information, you must contact your child's school directly.

➤ Discuss with your child that the school district collaboratively works with the police and fire departments to ensure their safety.

Be informed

Familiarize yourself with the district's emergency terms and procedures found in part below with additional information on the district website. www.sau73.org

Helpful Terms

Lockdown: activated when it is necessary to protect students and staff from an intruder or any other situation that would entail securing students and staff in their classrooms or other rooms that are able to be locked. (e.g., unauthorized person in building)

Stay Put: activated when there is an incident that requires students and staff stay in their classrooms and out of the hallways, but does not warrant steps taken in a lockdown. (e.g., student needing medical attention.)

Secure Campus: activated when it is necessary to protect students and staff from a concern outside the school building. (e.g., Police response to a house near the school.)

Evacuation: activated when it is necessary for students and staff to exit the school building when the fire alarm activates or an incident in the building poses an unsafe environment. (e.g., fire)

Reverse Evacuation: activated when it is necessary for students and staff to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school. (e.g., bear on school grounds during recess.)



DURING A SCHOOL EMERGENCY

➤ **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 or text your child. The noise of cell phones and 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.**

TRUST!

➤ Trust that during an emergency we are first doing what is needed to protect students, and then communicating to parents as quickly as possible when we have full and accurate information. This communication will occur via text, email, phone, and media alerts.

➤ Trust that students and staff are prepared for emergency situations. Schools participate in emergency drills throughout the year, and staff and emergency responders know the best procedures for keeping students safe.

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 via text, email, phone and media alerts. Students will be released ONLY to designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID. Please remember to bring your ID, and inform your designated emergency contacts they will be required to show proper identification if they are picking up your child.

The reunification process is a systematic way to avoid chaos and account for all students. It can be time-consuming, so everyone is urged to be patient.

Recovery

Following the emergency, we encourage parents to:

◆ Debrief the event with your child in a way that is comfortable for them.

◆ Listen to and acknowledge your child's concerns.

◆ Provide reassurance that your child is safe.

◆ Seek help from school personnel or a mental health professional if concerns persist