



Emergency Terminology & Procedures

Lockdown: Students and staff evacuate hallways, the lunchroom and other accessible common areas.

- Occupants secure themselves inside classrooms and other identified safety areas of the school.

Lockout: Students change classes and go about their normal routine inside the building; any students who are outside for recess or other activities return inside the building.

- Access to and from the school is restricted.

Lockout/Lockdown Lifted: The school returns to normal operations.

- A school comes out of a Lockdown or Lockout only when authorized by safety officials.

Evacuation: An evacuation typically occurs if there is a threat or implied threat to the facility itself, even if there is not much credibility given to the threat.

- Evacuations allow first responders to quickly search the facility, complete their threat assessment, and determine if it is safe for everyone to return inside of the school.

Incident Command: While school leaders have the right to initiate a lockdown, lockout or evacuation, first responders typically determine and communicate to schools if there is a need for such action.

- The first priority of school officials and first responders is to ensure that all students are safe, accounted for, and under adult supervision.

Communication: The district will tell families as soon as possible if their child's school is evacuated or put into a lockout or lockdown, though the first notification may not include the reason for this action.

- If any students are ill or injured, the parents of those students will be notified personally.
 - First responders provide guidance about what details can be released during/after safety events.
 - To the greatest extent allowable, follow-up communication with families will include additional information about what caused the incident, as well as any changes to typical routines such as student dismissal, transportation services, or student drop-off/pick-up procedures.
 - Parents must notify their school of any changes to preferred emergency contact information.
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Family Cooperation: Cooperation is important for the safe and swift resolution of any incident. As difficult as it may be, adhering to the following requests will allow school officials and first responders to resolve the matter quickly and effectively.

- Do not call or go to the school during an emergency situation.
 - School officials need open phone lines to make outgoing emergency calls.
 - People rushing to the scene can cause difficulties for first responders by blocking emergency vehicles from getting to the scene or prevent the transport of anyone injured to medical facilities.
- Remain calm and wait for accurate information from the district.
 - This may take time as officials work to obtain accurate details while supporting the school's efforts to manage the situation.
- Remain close to the phone listed as your emergency contact number and monitor online information sources such as the district website (wcohsd.org).
- Tune in to radio or television stations as district officials and first responders work with them to share information.
- While some emergency procedures can be standardized across the district, please be certain to read any safety and security information provided by your child's school.
 - Principals have the flexibility to modify some aspects of these procedures so they work best for their school.

Emergency Pickup: If the district implements emergency pickup procedures at the school or the designated family reunification site:

- Bring a photo identification card so we can verify that the person picking up the child is authorized to do so.
- If parents send someone else to pick up their child, it must be someone listed on school records as an authorized individual and they must bring a photo ID.
 - Children will not be released to anyone who is unauthorized or who cannot provide appropriate identification.
- Parents may be asked to go to a reunification site and follow the checkout procedure established for emergencies.
 - The reunification system ensures the safety of students.

Crisis Response Team: The district has a trained team of counselors, social workers, and psychologists who can respond to any school during and after a critical incident.

- The district's crisis team goes on site and is available to support students and staff.
 - The district has other partners in the community who can be called upon if needed.
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