In an Emergency
When you hear it. Do it.

Lockout
Secure the Perimeter.
Students
Return inside
Business as usual
Teachers
Bring students into the building
Increase situational awareness
Take roll
Business as usual

Lockdown
Locks, Lights, Out of Sight.
Students
Move away from sight
Maintain silence
Teachers
Close your locked classroom doors
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll
Parents
Check email, text & phone messages
Do not call the school
Go to www.washk12.org for updates
No one will be allowed in or out
Do not pick up student until notified
Bring Photo ID

Evacuate! (Directions to Follow.)
Students
Leave your stuff behind
Form a line
Hand in hand as directed
Teachers
Lead evacuation to location
Take roll
Notify if missing, extra or injured students
Parents
Check email, text & phone messages
Do not call the school
Go to www.washk12.org for updates
Do not pick up student until notified
Bring photo ID

Shelter! (Directions to Follow.)
Students
Shelter types:
1. For tornado
2. For bomb
3. For hazmat
Shelter methods:
1. Drop, cover and hold
2. And seal the room
3. In silence
Teachers
Shelter type
Shelter method
Take roll
Parents
Check email, text & phone messages
Do not call the school
Go to www.washk12.org for updates
Do not pick up student until notified
Bring photo ID

How will students be released?

1. QUICK RELEASE:
The emergency may warrant a QUICK RELEASE (such as power shut down at the school).
Elementary and Intermediate level students will need to be picked up by their parents.
You may pick up your child from your child’s teacher at the child’s outside classroom door and/or other designated areas. Please follow signage.
Middle school students may be released on their own if they have prior approval to do so.
High school students may be released on their own, depending on the circumstances.
There may, however, be instances in which a student may not be allowed to remove a vehicle from the parking lot.

2. CONTROLLED RELEASE:
The emergency may warrant a CONTROLLED RELEASE (such as school building has been damaged, crime scene).
Follow signs to a Check-in area.
Fill out a Parent Reunification card for each child & show photo ID.
You will be directed to a Reunification area where your child will be brought to you.
Please note that this CONTROLLED RELEASE may occur at a site other than the school.
PLEASE NOTE: Buses will probably not be running their regular routes.

Everyday Safety- Checking In & Checking Students Out
All visitors are required to **sign in** at the front office of any school in Washington County School District.

**Photo ID** is required to pick up a student at any time other than the regular dismissal time.

Students will be checked-out only to those adults who have prior approval from parents.

Make sure the school has your contact information, including **updated cell phone numbers**, and the contact information of those adults who have your approval to pick up your child.