

# SHELTER



Students and staff are instructed to take safe shelter due to a situation in or near the school.

## Examples:

- Law enforcement activity such as serving warrants in a nearby location
- Report of dangerous wildlife in area
- Natural weather events

## DISTRICT ACTION:

Active with district and emergency responders

## PARENT ACTION:

Stay away from campus. Stay informed from verified sources

## How will you know?

- ParentSquare Notification
- Critical that parents keep contact information current. Updated communication as situation progresses and as needed. Please remain away from campus until receiving further communication.

# EVACUATE



Students and staff are moved to a new or safe location due to a situation in or near the school building.

## Examples:

- Gas leak in the school
- Unsafe situation near school affecting release times

## DISTRICT ACTION:

Active with district and emergency responders

## PARENT ACTION:

Stay away from campus. Stay informed from verified sources

## How will you know?

- ParentSquare Notification
- Possible Nixle Notification
- Critical that parents keep contact information current. Updated communication as situation progresses and as needed. Please remain away from campus until receiving further communication.

# LOCKDOWN



Building is put on LOCKDOWN due to danger inside or very near the building. All students and staff are in LOCKDOWN – Locks, Lights, Out of Sight.

## Examples:

- Threat inside the school
- Emergency or dangerous situation very near the building

## DISTRICT ACTION:

Active with district and emergency responders

## PARENT ACTION:

Stay away from campus. Stay informed from verified sources

## How will you know?

- ParentSquare Notification
- Nixle Notification
- Critical that parents keep contact information current. Updated communication as situation progresses and as needed. Please remain away from campus until receiving further communication.



# REUNIFICATION

As a result of any of the above scenarios, students may need to be reunified with parents through a controlled release at the school or a reunification at a new location.

We want to reunite students with parents as soon as possible during an emergency situation. We will work with police and fire agencies to determine when it is safe to reunite students and parents. These situations often take time and planning to ensure you and your child are reunited safely.

Here are some tips for your role in a reunification:

**1 STAY AWAY**

**2 STAY INFORMED**

**3 BE READY**

## How to Stay Informed

During an emergency situation, we want you to receive the most accurate information and you can help by ensuring your information is updated. In order to receive safety messages during an emergency, the District will contact you through your information found in ParentSquare. Log in to your account or contact your child's school to ensure all information is correct and up-to-date. Additionally, Sahuarita Police Department uses Nixle to inform the community of safety concerns. Sign up for Nixle by texting 85629 to 888777.

## When and How Parents Will be Notified

Each emergency situation will have a different action and a different communication avenue based on parent and staff feedback.



### **SHELTER:** Shelter in Place.

During “Shelter,” the perceived **DANGER IS OUTSIDE** of the school. School administrators, faculty, and staff move all students and activities inside and ensure the building perimeter is secured - building and windows locked. The district encourages staff to have greater situational awareness while maintaining normal classroom activities with minimal interruption or distractions.

## Decision Makers

In the unfortunate event of a school emergency, many people play a role in ensuring the safety of our students:

### **Local Law Enforcement and Fire Services**

Local law enforcement and fire services is in constant contact with district personnel. Law enforcement and fire services may be in charge of a particular situation and call for any safety protocol, or may be in an advisory role with district personnel.

### **District personnel**

District administration may manage an emergency or call for any safety protocol. The Communications Department works with school staff to communicate needed information or updates to parents and guardians. District personnel also includes our crisis response and crisis support teams, transportation, and other departments as needed.

### **School personnel**

Principals or staff may initiate any safety protocol based on a perceived threat. School staff will work with district safety and security personnel to ensure protocol and next steps.

### **Parents and community members**

Any parent or community member can call the school, district or local law enforcement to report any suspicious activity or perceived threat to the school or district.



### **LOCKDOWN:** Locks, Lights, Out of Sight.

During a lockdown the perceived **DANGER IS INSIDE** or very near the school building. When a school goes into lockdown, a “Security Alert” broadcasts inside and outside the school via the public address system. Students and staff are trained to follow lockdown protocols on a yearly basis. The expectation is that classroom doors are locked and secured, lights are turned off, and students and staff move to a safe location. Students are encouraged to remain quiet. Students and staff are released by district or emergency personnel. Lockdown drills are conducted a minimum of 3 times per year.