



School Emergency Information Guide

For Parents and Guardians

When and Why Are Students and Staff Asked to Lockdown, Lockout, Shelter-in-Place, or Evacuate?

SCHOOL EMERGENCY RESPONSE PROTOCOLS

A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a blizzard warning; or intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a **lockdown**, **lockout**, **shelter-in-place**, evacuation or any combination of these protocols, as a means to ensure the safety and well-being of students and staff.

Parent Responsibilities During a School Emergency and Reunification After a School Emergency

THE ROLE OF PARENTS IN AN EMERGENCY

In an emergency, the first instinct as a parent is to pick up the telephone and start calling the school or rush up to the school and get your child/children. The truth is, this only complicates matters from safety and security standpoint.

Parents too close to an incident often hinder the rescue attempts of police and fire officials on the scene. The best action parents can take in an emergency is to stay close to their phone and email and to monitor local radio and TV reports for regular updates and instructions.

HOW CAN YOU HELP?

Ensure that your child's emergency contact information is accurate and current.



Become familiar with your schools' emergency communication procedures. Each school is committed to providing accurate and timely information in event of an emergency.

SAFETY TERMS & PROCEDURES

In the event of an emergency at your child's school, it is important to know these terms.

LOCKDOWN

A **lockdown** takes place if an internal or external threat is identified at the school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school will be allowed until an "all clear" announcement is made. Students will **NOT** be released during a **lockdown**.

LOCKOUT

A **lockout** recovers all students from outside the building, secures the building perimeter, and locks all outside doors. Criminal activity, dangerous events in the community, or even a vicious dog on the playground would trigger a **lockout** response.



SHELTER-IN-PLACE

Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will **NOT** be released during **shelter-in-place**.

EVACUATION

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released to parents/guardians through a formalized family reunification process to ensure the safety of all children.

IN CASE OF A SCHOOL EMERGENCY

DO tune into local TV/Radio Stations for official school news alerts.

DO rely only on official communication from school or public safety officials.

DO listen for official information regarding reunification with your child.

DO NOT call or rush to your child's school. Your presence could interfere with emergency responders.

DO NOT phone your child or school. Staff and students are discouraged from using cell phone communications for safety reasons.

HOW YOU WILL BE REUNITED WITH YOUR CHILD

Parents/Guardians will be directed by school or public safety officials via K12 Alerts, Radio, or Local TV to their child's specific off school grounds evacuation site. Based on internal standard operating procedures in accordance with the School's Emergency Operations Plan, students will be released to authorized parents/ guardians at the family reunification site. The reunification process can be time consuming so parents are urged to be patient. Below is a list of the off school grounds evacuation sites for each SVSU school:

- **Bennington Elementary** **Mount Anthony Union High School**
301 Park Street, Bennington
- **Molly Stark Elementary** **Bennington Tennis Center**
200 Lovers Lane, Bennington
- **Monument Elementary** **Bennington Rescue Squad**
120 McKinley Street, Bennington
- **Pownal Elementary** **Pownal Fire Department**
Route 7, Pownal
- **Shaftsbury Elementary** **Shaftsbury Methodist Church**
127 Church Street, Shaftsbury
- **On Point Elementary (Congress St)** **Bennington Recreation Center**
655 Gage Street, Bennington
- **Woodford Hollow Elementary** **Woodford Town Offices**
1391 VT-9, Woodford
- **Mount Anthony Union Middle School** ... **Bennington Town Garage**
78 Bowen Road, Bennington
- **Mount Anthony Union High School** **Bennington Fire Station**
Career Development Center **130 River Street, Bennington**
Early Education Program – Division St.

BE PREPARED FOR A SCHOOL EMERGENCY

Ensure that your child's emergency contact information is accurate and current. SVSU utilizes the **K12 Alerts Emergency Mass Notification System**. K12 Alerts is the premiere emergency messaging platform to send real-time emergency messaging by phone and/or text to students and parents. It would be routinely utilized to announce weather related school closings as well as any other school related emergency.

All SVSU students and their parent/guardian contacts are already registered in the

K12 Alerts system. We urge parents to familiarize themselves with this emergency communications system, and rest assured that each SVSU school is committed to providing accurate and timely information in the event of an emergency.



ANNUAL EVACUATION LOCKDOWN DRILL SCHEDULE

Fire Egress (Evacuation) Drills: September, October, December, February, April, June.

Lockdown Drills: September, November, January, March, May.