



## Amarillo ISD

# School Emergency Procedures

### *Guidelines for parents to follow in case of a school emergency*

Amarillo ISD is committed to providing a safe environment for students, staff, parents and visitors. We work closely with national, state, and local safety officials – *police, fire, emergency medical services, and public health* – in order to ensure our schools are well prepared for an emergency. Together, we have developed a comprehensive Emergency Operations Plan that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our schools.

### **As a parent, how can you prepare for a school emergency?**

- Provide accurate emergency contact information to your child's school and notify the school if this information changes.
- If you have Internet access, go to the AISD website ([www.amaisd.org](http://www.amaisd.org)) and save it in your "favorites" for easy access.

### **What To Do During a School Emergency**

When a school emergency has occurred, parents can get important information and directions by:

- Visiting [www.amaisd.org](http://www.amaisd.org)
- Tuning in to local television and radio stations for news alerts

During an emergency, we can anticipate that phone lines into the affected school(s) may be blocked. In order not to interfere with emergency responders, we ask that parents wait to receive important information from school officials *before* going to the school or scene of an emergency. You can be confident that accurate and timely information will be released to parents, the public, and the media during any emergency incident.

### **What is *Lock and Secure* and how will I know if a school is in *Lock and Secure*?**

Lock and Secure (lockdown) is a common school security practice used to secure a building. It will be implemented in the event of a campus emergency or crisis which requires students and staff to seek safety within the building. During this type of emergency, the safest place for students is inside the school building. The main entrance doors and all classroom doors will be locked if the school is in Lock and Secure. During a Lock and Secure, *no one* except uniformed law enforcement will be allowed to enter the building. *This means that parents will not be admitted and students will not be released to parents while the school is under Lock and Secure.*

### **What will my child experience during a Lock and Secure (lockdown)?**

Lock and Secure begins with an announcement instructing all students to either remain in the room that they are in or immediately enter the nearest classroom which is manned by a staff

member. Students remain in the locked rooms while police search the campus. When authorities are confident the building is secure, an all-clear announcement will be made.

### **If the school is evacuated, how will I be able to locate my child?**

Evacuation procedures are implemented during an emergency situation when it is determined that students and staff will be safer at a location away from the campus. Each school has identified an evacuation location.

Each school also has a procedure for helping parents locate their child during an evacuation. Parents will be directed to a specific location where they will be required to show proper identification. Remember, a student can only be released to a parent/guardian or an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed in your child's emergency contact information as a guardian and you must show proper identification.

### **Amarillo ISD is prepared for an emergency.**

As a parent, you should feel confident in knowing that we provide, on an annual basis, crisis management training to school administrators. Each school has key staff members with assigned roles and responsibilities to perform during an emergency. The school district's Emergency Response Plan is modeled after the National Incident Management System (NIMS) that has been developed by the Department of Homeland Security. In addition, every school conducts emergency drills throughout the school year, so that students and staff are aware of the most effective and safe emergency responses.

### **If you see something, say something**

Ensuring school safety is everyone's responsibility – staff, students, parents and the entire community. Please report any safety concerns you may have to your school principal.