

# EMERGENCY RESPONSE GUIDE FOR FAMILIES



The Rochester City School District has detailed emergency plans for each school building. We partner with local law enforcement and fire/medical agencies to respond effectively and efficiently to any situation. Should a critical or emergency situation arise, the appropriate response will be initiated. Please be advised that students **WILL NOT** be released during any emergency response.

Schools will conduct 12 emergency drills each school year: eight evacuation drills and four lockdown drills. Six evacuation drills and two lockdown drills will be held between the first day of school and December 31. The remaining two evacuation and two lockdown drills will be held between January 1 and May 1.

## SHELTER IN PLACE

A Shelter in Place is initiated to shelter students and staff inside the building to provide protection against the outdoor environment, such as weather. Students and staff remain in/are moved to classrooms, and instruction continues as normal. The front office is unlocked and open for anyone seeking shelter.

## HOLD IN PLACE

A Hold in Place is initiated to limit the movement of students and staff while dealing with short-term incidents, such as an isolated medical emergency or power outage. Students and staff remain in/are moved to classrooms, and instruction continues as normal. The front office is unlocked and open.

## EVACUATION

An Evacuation is initiated when there are conditions inside the school building that could be unsafe. Students and staff evacuate the building to an outside location and assemble at predetermined locations. An off-site evacuation may be necessary, depending on the incident. District officials will coordinate traveling to a walking site or bus students to an off-campus location. Information on student reunification will be shared with families via the District's automated messaging system.

## LOCKOUT (THREAT OUTSIDE BUILDINGS)

A Lockout is initiated to secure school buildings and grounds during incidents that pose an imminent concern outside of the school or campus. Students and staff remain in/are moved to classrooms, and instruction continues as normal. Perimeter doors remain locked and monitored. Law enforcement will notify the school administration when the lockout can be lifted.

## LOCKDOWN (THREAT INSIDE BUILDINGS)

A Lockdown is initiated to secure school buildings and grounds during incidents that pose an immediate threat of violence inside the school or campus buildings. Students and staff remain in/are moved to classrooms away from the sight of doors and windows, which are locked and covered. Classroom activities cease until the incident concludes. The front office will be closed, and phones will not be answered. No one will be allowed to enter or exit the building. Law enforcement will notify the school administration when the lockdown can be lifted.

## FAMILY-STUDENT REUNIFICATION

Family-Student Reunification is a process where parents/guardians will be asked to pick up their children from school or an alternate location in a formalized, controlled release. Students will be released **ONLY** to parents/guardians or other adults who are listed as emergency contacts and present a picture ID.

## Communication is vital in any emergency. What can you do to be prepared?

In an emergency, the District will contact parents via the automated messaging system. Please make sure your emergency contact information is up-to-date and report any phone number, email, and home address changes to the main office at your children's schools.

## What should you do when notified of an emergency at your child's school?

We ask that families **NOT** come to the school during an emergency unless directed to do so. While your natural instinct in an emergency may be to go to the school, please understand that doing so may significantly reduce the school's ability to respond to the situation and interfere with police or other emergency workers.