



## LOCKDOWN

Lockdowns occur in response to acts or threats of violence that directly impact the school. This includes such activities in the general vicinity of the school. During a Lockdown all external and internal doors are locked, and no one is permitted in or out of any area. It is important for all students and staff to respond very quickly when a Lock-Down is issued. No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.

## EVACUATION

Emergency Evacuation is used to clear all students and staff from a building, in a prescribed and rehearsed manner, via prearranged evacuation routes. Maps indicating designated routes are posted or made available in each classroom. This may mean going outside and away from the building until it is safe to re-enter, or in other cases students and staff may be required to go to an off-site location. Parents and Guardians will be Informed of the alternate location.

## CONTROLLED STUDENT RELEASE

Under some circumstances, students may be Dismissed to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

## When an Emergency Occurs

### PARENTS/GUARDIANS

Although your natural Instincts In an emergency may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Attending the school during an emergency may interfere with emergency crew's and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult and based on the type of emergency can be a greater risk to others. KTCEA asks that parents/guardians follow the instructions provided to them during an emergency, **Please DO NOT come to the school to pick up your child unless requested to do so.**



