

CRISIS RESPONSE PROCEDURES

We know you share our belief that safety and security is of highest importance in our schools. This section is designed to familiarize parents with the following crisis response procedures in place to ensure that your child is as safe as possible:

- ◆ Do not come to the school during an incident.
- ◆ Parents and the community will be given as much information as possible through the local media and the SFPS web-site: <http://www.sfps.info>.
- ◆ If you must speak to someone call 467- 2000 for Safety Information.
- ◆ In an evacuation, your child will be escorted to a safe site. To find out when and where to pick up your child, listen to local media or check the SFPS web-site. Students will be released to parents at the relocation site at the earliest possible time.

SHELTER IN PLACE (Restricted Movement)

Students will remain in classrooms or supervised areas until the administrator gives the All Clear Signal. Students are free to move about the building or immediate indoor area. Shelter in Place is used to protect students and staff from potential dangers such as: gas leak outside the school, hazardous materials spill, or severe weather.

LOCKDOWN (No One In and No One Out)

Students will remain in classrooms or supervised areas until the administrator gives the All Clear Signal. The perimeter of the school is secured so that no one can come in or go out. No movement is permitted. Lockdown is used when there is a perceived threat such as: armed intruder, hostage crisis, or police operations.

EVACUATION (Everyone Out of the Building)

Students and staff will be moved to a safe school building or off -site location. The administrator will give directions. In an evacuation, your child will be escorted to a safe site. To find out when and where to pick up your child, listen to local media or check the SFPS web site. Students will be released to parents at the relocation site at the earliest possible time. An evacuation might be ordered when there is:

- ◆ Fire
- ◆ Bomb threat
- ◆ Major water leak, sewer backup

In the Case of Emergency:

- ◆ Do not come to the school during an incident.
- ◆ Parents and the community will be given as much information as possible through the local media and the SFPS web-site: <http://www.sfps.info>.
- ◆ If you must speak to someone call **467-2000** for SFPS Safety Information.
- ◆ In an evacuation, your child will be escorted to a safe site. To find out when and where to pick up your child, listen to local media or check the SFPS web site. Students will be released to parents at the relocation site at the earliest possible time.

For more information about SFPS Safety Programs contact: Doug Conwell, Emergency Planning, 467-2526 or email: dconwell@sfps.info