

GWA Emergency Response Handout

Parent Communication

- You will need to opt in to our communication platform, SchoolMessenger, to receive text messages. Please text “Y” (or “yes”) to 67587.
- You may receive a text, phone, or email message from GWA informing you of an emergency at the school, along with important information.
- Go to the GWA website for updates: www.gwacademy.org
- We may also use media such as TV or radio to update you.
- Please do not call the school, as it will interrupt the emergency response and recovery efforts there.

Everyday Safety - Checking in & Checking Students out

- All visitors are required to **sign in** at the front office.
- **Photo ID** is be required to pick up a student at any time other than the regular dismissal time.
- Students will be checked out only to those adults who have prior approval from parents.
- Please ensure the school has your current contact information, including **updated cell phone numbers**, as well as the contact information of the adults who have your permission to pick up your child.

GWA REUNIFICATION PLAN

The following information is available for parents and guardians in case of circumstances at school that would require students to be released in a controlled, formal release. Please review the following information. This will help you be prepared for reunification with your child in these unique situations.

Review before Reunification Situation:

1. Photo ID will be required. Don't forget to have it with you.
2. Be sure your emergency contact information in **PowerSchool** is updated with your most current contact information. Be sure to include the names/phone numbers of any individual who will have permission to pick up your student(s).
3. All pick-up people must be OVER 18.
4. ALL STUDENTS will need to be picked up in a reunification situation.
5. On arrival at the school or other location, you will be given the Reunification Checkout form that will need to be filled out.

DAY OF REUNIFICATION PROCEDURES

1. Parents will receive an automated phone call and text letting them know students need to be picked up due to an emergency.
2. Please be prepared and patient.
3. Check-In and Pick-Up areas will be clearly marked
4. A Greeter will hand you a checkout form that needs to be filled out completely and signed.
5. With your Photo ID and the Reunification Checkout Form in hand, go to the check-in line at the front of the school or the marked location if pick up is off-site.
6. The attendants at the tables will check Photo ID and take the completed Reunification Checkout Form.
7. After check-in, you will be directed to the parent staging area, where your students will be brought to you.
8. It will take time; please be patient and polite during this process.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it is a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



Reunification Process



- Students will stay in their classroom with their teacher until called to the cafeteria.
- Parents will ONLY be allowed to pick up students after they have gone through the Check-in process. The Check-in area is located at the front of the school (Main Entrance). After checking in the parents will be directed to the waiting area.
- Parents will need to park in the front parking lot of the school and go to the Check-in area (sorted by their last name).
- Tables will be set up and designated staff “Greeters” will manage the flow of parents. “Greeters” will hand the parents a clipboard and a parent handout to fill out who they are picking up.
- “Greeters” will also remind parents that they must show a valid photo ID
- If they do not have an ID, they will be directed to another table where designated staff will help identify them and those who need to speak to a counselor.
- Once the parent has made it to the front of the line, they will talk to the “Checkers” and hand them the parent's handout that they filled out.
- The Checkers will input the names of the students being picked up into the Raptor app and initiate a runner to retrieve them.
- Parents will then be directed to the waiting and pick-up area.
- The Runner will use the Raptor app to identify the next student and then go to the listed location to retrieve the student.
- The “Runner” will then bring them out the west door of the school and to the waiting and pick-up area and pass the student off to the Reunifier.
- The “Reunifier” will be by the waiting area and will release the students to the correct parent.