

What You Need to Know

BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact information is accurate, current, and updated as needed. To update this information, please contact your child's school directly.
- Remove the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with LCPS's emergency communication procedures. The district is committed to providing accurate and timely information in the event of an emergency.

IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone/text your child. Staff and students are discouraged from using cell phone communication.
- Check for and listen to the message you will receive via ConnectEd, the district's emergency notification system (**note: this is the primary method the district will use to contact you**).
- Check www.lcps.org for updates.
- Tune to local TV and radio stations for official school alerts: WRC-TV4, WTTG-TV5, WJLA-TV7, WUSA-TV9, Newschannel8; WAGE 1200AM, WTOP 103.5FM/103.9FM/1500AM, WINC 92.5FM, WMAL 630AM
- Rely only on official communication from school officials and/or public safety officials.

EMERGENCY TERMS AND PROCEDURES:

In the event of an emergency at your child's school, it is important to know these terms:

Lockdown - A lockdown takes place if a threat is identified at the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed.

Secure the Building - Secure the Building is used to prevent unauthorized entry if the potential threat is outside and in the vicinity of the school. An armed robbery, police foot pursuit, stray animal, and irate visitor are just some examples. Outside activities are canceled and anyone outside at activation is instructed to move inside; all exterior doors and windows are secured while staff and students are free to move about inside the school. All visitors and deliveries are initially turned away during this scenario and dismissals would also be delayed if warranted. After further assessment, visitors and deliveries can resume during this response at administration's discretion.

Shelter-in-Place - Students take refuge in designated areas to protect from hazardous materials or severe weather. Entry or exit from the school will be controlled.

Evacuation - In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly area.

HOW WILL I BE REUNITED WITH MY CHILD?

Reunification - Parents/guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the district's emergency notification system, the district website, or local TV/radio. Students will be released ONLY to parents/guardians or other designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, military ID, Permanent Resident ID card, or passport. **Please remember to bring your ID with you, and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.**

The reunification process can be time-consuming, so everyone is urged to be patient.



Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communication to parents, guardians, and the community.

Please keep the card below in your wallet or carry at all times.

Loudoun County Public Schools Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- Check for and listen to the message you will receive via ConnectEd, the district's emergency notification system.
- Visit www.lcps.org for updates.
- Tune to local TV and radio stations.

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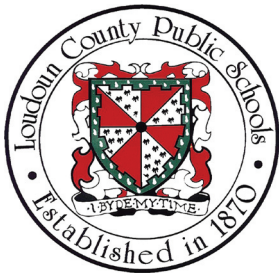
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Names and numbers of my child's emergency contacts:

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- Following an emergency:**
- Listen to and acknowledge your child's concerns.
 - Provide reassurance that your child is safe.
 - Assure your child that additional prevention efforts are being put into place.
 - Seek help from school personnel or a mental health professional if concerns persist.
 - Should you or your child have serious concerns in response to an emergency or crisis, contact your child's school directly for information and guidance.

Provided by LCPS Department of Safety & Security (www.lcps.org)



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Loudoun County Public Schools

*Emergency Information Guide for
 Parents & Guardians*

