

# Austin Elementary

## Emergency Response Procedures

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### How will my child's school handle an emergency situation?

All DeKalb County School facilities have an emergency preparedness plan. The response to each situation will differ based on the specifics of that situation. The flexibility of the plan is key to the success of the response. In general, each plan involves the designation of a crisis management team as outlined in our Safe School Plan; development of evacuation, shelter-in-place and lockdown procedures; preparation of two portable emergency response kits that contain key information and supplies; designation of a primary and secondary relocation/ evacuation site; provisions for training personnel and updating the plan; checklists and student information for dealing with specific types of incidents; and resources for help before, during and after an event, as well as access to Infinite Campus for student and parent contact information. Austin's Safe School Plan is current and is periodically reviewed by DCSD.

### What is lockdown?

An emergency may prevent the safe evacuation of a school building and require steps to isolate students and faculty from danger by instituting a school lockdown. In an interior lockdown situation, all students are kept in classrooms or other designated locations that are away from the danger. Faculty members are responsible for accounting for students and ensuring that no one leaves the safe area. School personnel will also secure building entrances, ensuring that no unauthorized individuals leave or

enter the building. Exterior lockdown procedures may also be used to ensure the safety of students when an incident occurs in the community.

## In the event of an emergency situation, will the school go into lockdown?

The specific actions taken by Austin in any emergency situation, will depend on the specifics of the situation. Any action taken would depend on several factors, including the level of threat and the advice of local, state, and federal agencies. The safety of students and staff members will always be the primary concern in any decision.

### Lockdown Procedures

A. The Principal or designee announces the Lockdown Level.

B. Law enforcement and the regional superintendent are alerted.

Level 1: Threat is exterior to school. Criminal activity in area of school. Lock exterior doors, monitor movement, remain in building.

Level 2: Threat is inside school (or potentially could be). Lock exterior door, do not leave classroom, continue instruction.

Level 3: Threat is (or potentially could be) inside school (Terrorism/possible weapon). Lock doors and windows, immediately; all persons are to be out of sight in locked room, and are to remain inside. Cell phones are silenced.

## What is primary or secondary evacuation site?

Primary or secondary evacuation sites are short-term solutions to a short-term problem. If an accident or attack that created an unsafe environment for students and personnel to remain at Austin then we would evacuate to Peachtree Charter Middle or Dunwoody High School. A comprehensive plan has been developed that uses the best possible method for ensuring the safety of students and staff members in this type of crisis.

## Can I pick up my child?

Parents are allowed to pick up their children unless public safety officials have declared a shelter-in-place response, or there is some other reason why access to the facility is restricted. During any emergency, school personnel will maintain as safe and normal environment for children within the school as is possible. School is not automatically canceled in emergency situations. Remember, school may be the safest place for children.

## Why are you keeping children from their parents?

Austin administration does not intend to keep children from their parents if a crisis occurs during school hours or school activities. It is the schools intent to make sure that children are safe inside the school until such a time that the threat has been reduced. Parents will be informed of the parent-student reunification site location via School Messenger, the school system emergency messaging system.

## Who can pick up my children?

Children will not be released to individuals who are not authorized on the Austin Emergency Clinic Card or who do not have written parent authorization. The emergency clinic card is completed by parents and guardians at the start of each school year. Friends and neighbors may sign a child or children out with written permission from a parent or parents. Both (or all) parents have to give permission in writing for the sign out and pickup. We ask that parents provide written permission on the day that if a child's pickup will change but schools will also keep written permission on file. The front office will keep the permission notes and sign out lists. Schools will also ask for identification when the child is released to one(s) mentioned in the permission note.

## Can I contact my child?

Parents are asked not to call Austin in emergency situations so phone lines can remain accessible for handling the specific situation. Parents will be kept informed via School Messenger, our emergency messaging system.

## What if my child is riding a school bus at the time of a crisis?

School bus drivers will be in contact with the Department of Transportation for instructions in the event that a crisis occurs while students are in transport. Bus drivers will be informed to use common sense and not travel toward the crisis location. Parents will be informed of the parent-student reunification site location via School Messenger, the emergency messaging system.