

SAFETY FIRST

School Emergency Information Guide for Parents

Safety Terms and Procedures

In the event of an emergency at your child's school, it is important to know and understand the terms.

SECURE THE BUILDING - OUTSIDE SITUATION

When a community situations arise, as a precautionary measure, law enforcement or the District will determine to place a school or schools in "secure the building - outside situation." When a school is notified that it is to secure the building, students and staff that are outside for recess, physical education or outside learning are directed to enter the building immediately. Doors remain locked and no one is allowed to enter or leave the building once all students are securely inside. Within the building the school day will proceed as normal, with the exception that there is no outdoor recess, open campus (high school), or outdoor classes.

SECURE THE BUILDING - INSIDE SITUATION

When a secure the building - inside situation occurs, all students must remain in their classrooms with the doors locked. Teachers will continue to teach.

LOCKDOWN INTRUDER ALERT

During a lockdown, administrators and staff will determine the best course of action: shelter in place, barricade or evacuate students. Students who are outside will only enter the building if deemed safe, otherwise they will relocate to the rally point.

EVACUATION

In situation where students may need to be evacuated from school, it is possible that the students will return to school and normal bus service will resume. If students are sent to a reunification site, parents will receive information regarding the location and pick up protocols. A student can only be released to an adult who is documented as an emergency contact, and identification will be required at the reunification site.

The best thing you can do...

The best action parents and guardians can take in an emergency is to stay close to their phone and e-mail and to monitor local radio and TV reports for regular updates and instructions.



GBAPS EMERGENCY INFORMATION GUIDE

A school crisis can take a number of different forms including an environmental event, such as a chemical spill or gas leak; a weather emergency such as a tornado; or an intruder in or near the school. The nature of the crisis dictates whether school officials will put in place a secure-the-building, lockdown, evacuation or a combination of protocols to ensure the safety and well-being of students and staff.

At the Green Bay Area Public School District (GBAPS) student safety is our highest priority. The District has a comprehensive crisis plan and District administrators coordinate closely with emergency management officials and law enforcement to monitor and update plans on a regular basis.

In addition, schools have well-established security measures to ensure the well-being of students and staff. These include: visitor check-in procedures, locked doors after the start of the day, surveillance cameras, and all sites have school resource officer support.

A PARENT'S ROLE

Be prepared. Make sure your child's emergency contact information is up-to-date. The District is committed to providing **factual information** in the event of an emergency and uses School Messenger to communicate with parents and guardians via phone, text and email.

The District encourages parents and guardians to visit the District website for the most up-to-date information.



IN CASE OF A SCHOOL EMERGENCY

DO keep your phone close by for notifications from the District.

DO tune into local radio and TV stations for alerts, but rely on official communications from the school or public safety officials.

DO listen for official information regarding reunification with your child.

DO NOT call or rush to your child's school. Your presence could interfere with emergency responders.

DO NOT phone your child's school. Staff's first priority is keeping all students safe.

REUNITING WITH YOUR CHILD AFTER AN EVACUATION

Parents and guardians will be directed by school or public safety officials via phone/email/text to their child's specific location. Students will **ONLY** be released to adults who are documented as emergency contacts. Parents and guardians will be asked for identification. The reunification process can be time consuming so parents are urged to be patient.



**Green Bay Area
Public School District**
Engagement. Equity. Excellence.