SCHOOL SAFETY
PLAINLY

FOR STAFF & PARENTS

IF THERE'S AN EMERGENCY AT YOUR CHILD'S SCHOOL

What to do now, what to skip during, and how pickup works after.

STEP 1 BEFORE

Do it this week

- **Update your emergency contacts** with the school office. In an emergency, children are released only to adults on that list.
- **Sign up for district alerts** by text and email, so official news reaches you first.
- **Ask where students would be picked up** if the school has to evacuate.
- **Tell your child:** listen to staff, stay quiet in a lockdown, and call you when an adult says it's safe.

STEP 2 DURING

Hard, but it helps

- **Don't rush to the school.** Roads and entrances must stay clear for police, fire and ambulances.
- **Don't call or text your child.** A ringing phone can give away where students are hiding. Let them reach you.
- **Don't call the school.** Staff and phone lines are needed for the response.
- **Follow official updates only** from the district, school or police, not social media posts.

STEP 3 AFTER

Picking up your child

- **Go only to the pickup site** the school announces. It may not be the school itself.
- **Bring a photo ID.** Staff will check it against your child's contact list.
- **Be patient.** Careful, one-by-one check-out is how every child gets accounted for.

General information for families. Your school's own plan comes first, so ask the school office for its specific procedures.

In an emergency, call 911 first.

schoolsafetyplainly.org/handouts
Free to copy and share for school and family use.