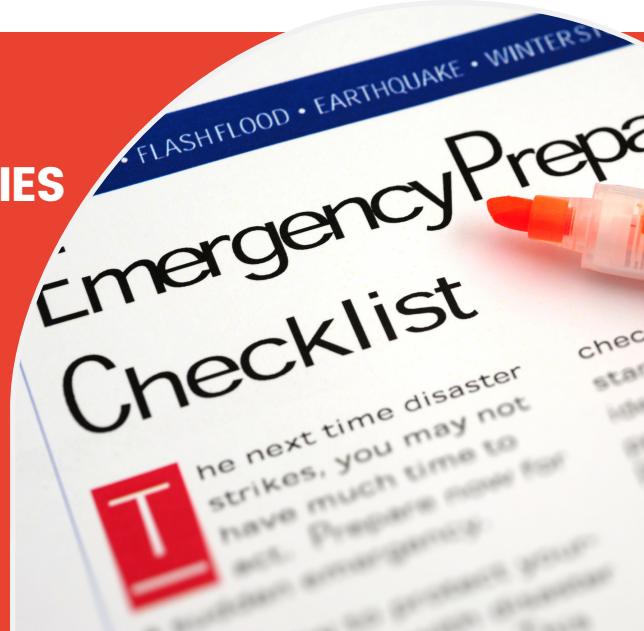




FAMILY GUIDE TO SCHOOL EMERGENCIES

The Carmel Unified School District is committed to maintaining a safe and secure environment for our students and staff. We have established policies and procedures designed to effectively deal with an emergency incident should it occur in our district and/or community. Each of our schools has its own school safety plan, which is reviewed annually, specific to each school. All sites also conduct frequent safety drills in collaboration with local law enforcement. If an emergency does occur, your cooperation is essential to keeping students and staff safe. Please review the information in this guide and your school safety plans for what families can and should do during emergencies involving our schools.



COMMUNICATION

If an emergency situation would occur in our schools, families will be notified by telephone, text and email using ParentSquare. An emergency message would include basic information about the nature of the emergency. In the event of an evacuation, you will also be notified where the students are being transported and the designated reunification point (this may or may not be the school site) where you can be reunited with your student.

Depending on the length and severity of the emergency, the District may also communicate with families via:

- The District website at carmelunified.org
- Local media outlets
- District Social Media accounts:
 - Facebook - @carmelusd
 - Twitter - @carmelunified
 - Instagram - @carmelunifiedsd



HOW PARENTS CAN HELP IN EMERGENCY SITUATIONS

For the safety of everyone, parents/guardians are asked to wait for instructions from the school/district regarding how you can be reunited with your student in an emergency situation.

- Please do not call the school during an emergency. If you call the school during an emergency, you will probably not be able to speak with anyone, and you may tie up telephone lines that could be used for communicating with 911 and other first responders.
- If requested to pick up your student, please pick up your student at the designated reunification point. While we understand that emotions are high in an emergency situation and parents/guardians want to be reunited with their student as quickly as possible, parents/guardians who arrive at the school in an emergency will interfere with the ability of staff and first responders to do their jobs. Our goal is to get you reunited with your student as quickly as possible, and parents/guardians who arrive at the school in an emergency situation only delay the reunification process.

PLEASE NOTE: The Carmel Unified School District will only release students to the adult(s) designated on the Student's Emergency Contact Card. Photo ID will be required. Please be patient during the reunification process, as it is important to verify that students are being released to the proper adult.

UPDATING EMERGENCY CONTACTS

During an emergency, it is vital that the school district and school have accurate and up-to-date emergency contact information for all students. In an emergency, the District will contact parents via the ParentSquare communication system. If your telephone number(s) or email address changes, please contact the main office at your student(s) school(s) to get your contact information immediately updated in the system.

It is also vital that your student's Emergency Information Card is up-to-date with the person(s) allowed to pick-up students from school. During an emergency where students will need to be released, parents/guardians who are unable to be present at pick-up will need to verbally confirm the identification of the adult responsible for pick-up at the reunification point.

ALICE

The District has trained its staff and is in the process of training our students in the principles of ALICE (Alert, Lockdown, Inform, Counter and Evacuate) in the event an armed intruder enters a school. These are nationally recognized protocols for keeping everyone safe in an active weapons situation, and are designed to be appropriate to students based upon their age.

Here is a brief overview of ALICE:

- **A – Alert** – It is important in an emergency situation that people know what is happening and where. For example, if an intruder is near the library, it is important to communicate that information so staff and students can decide if the best course of action is to lockdown or evacuate, depending where they are in the building.
- **L – Lockdown** – In a lockdown situation, students and staff are encouraged to secure the door and create a barricade to deter entrance into a room.
- **I – Inform** – As the situation unfolds, it is important to share as much updated information as possible, such as "the intruder has left the cafeteria and is now headed toward the main office." This updated information helps those who may be in a locked down area to decide if they should continue to stay in the lockdown or evacuate.
- **C – Counter** – If an intruder enters a classroom, staff and students are encouraged to disrupt/distract the intruder by throwing objects or swarming/overtaking the intruder, rather than only locking down, depending on the situation and the age level of the students.
- **E – Evacuate** – If possible, students and staff are encouraged to get away from the situation as quickly as possible, get outside the building and proceed to the established rally point.

ALICE principles are age-appropriate and are not used in this order, but they are all viable options to be used in emergency situations. To learn more about ALICE go to alicetraining.com.

ALICE

SHELTER-IN-PLACE

Shelter-in-place is used when students and staff need to be inside the building for safety. During shelter-in-place, students and staff are moved into or remain in their classrooms/rooms and normal classroom activities continue until the incident concludes. Shelter-in-place is used to provide protection against the outdoor environment such as with:

- gas leaks
- severe weather
- community safety incidents involving law enforcement

LOCKDOWN

Lockdown is used when there is an immediate threat or hazard on the school campus. Students and staff are moved into or remain in classrooms/rooms, doors and windows are locked, and lights are shut off. Classroom activities cease until the incident concludes. School administrators and district officials work with local first responders to maximize student safety. Lockdowns are implemented with:

- intruder/suspicious person
- active shooter

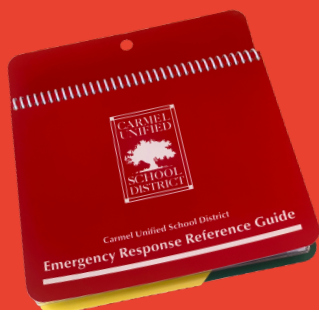
EVACUATION

Evacuation is used when there are conditions inside the school building/facility that are unsafe. Students and staff evacuate the building to an outside location. Students and staff will assemble at pre-determined locations away from the school buildings.

A "fire drill" is an evacuation. Other reasons for evacuation may include:

- utility outage
- gas leak
- chemical spill
- flooding
- earthquake

An off-site evacuation may be necessary depending on the extent of damage caused by the incident. Evacuation may also follow a shelter-in-place or lockdown incident. If this occurs, school district officials will coordinate relocating students to a safe off-campus location (ex. another school or community building). Instructions to pick-up students will be sent out by the district automated communication system, ParentSquare.



Every room and space in all Carmel Unified School District schools and office sites have a copy of the District Emergency Response Reference Guide outlining these and other emergency response procedures. For more information and/or to review the Guide or your site(s) School Safety Plan, please contact your site administrator.

