



# Emergency Information Guide for Parents & Guardians

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.

**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.

**Names and numbers of my child's emergency contacts:**

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**DURHAM**  
PUBLIC SCHOOLS



# 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. This information will be used to provide emergency notifications.
- Remove the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with DPS'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 the voice message you will receive via the district's ConnectEd emergency notification service.
- Tune to local TV and radio stations for official school alerts.
- 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:

**Lockout** takes place if a threat is identified outside the school. All doors are locked but classes continue as normal. No entry into or exit from the school will be allowed.

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

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

**Duck and Cover** is announced when there is a tornado warning. Students are directed to tornado shelters, sit on the floor, and cover the back of their heads/necks with arms or another object.

**Evacuation** is used for building emergencies where students are safer outside of the building.

## 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 service or local TV/radio. Students will be released ONLY to individuals 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.*



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

### Durham 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 the voice message you will receive via the district's automated message service.
- Tune to local TV and radio stations.

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