

ALPINE COUNTY UNIFIED SCHOOL DISTRICT (ACUSD)

For parents: What happens during a lockdown?

What is a lockdown?

A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community. In a lockdown:

- All school activities are moved indoors.
- Depending on the type of lockdown, interior and exterior doors on campus are locked.
- No one is allowed to enter or exit the building.
- Parents may not come to the school during a lockdown.
- Parents are also discouraged from calling the school directly. Additional calls hinder the ability of staff to respond to the primary task: keeping everyone safe.

There are three lockdown codes at ACUSD:

- i. **Soft Lock Down**-Used when there is a minor emergency in the building with no danger to students or staff or can be used when there's a danger in the surrounding community, i.e. police searching for a criminal suspect in the area
- ii. **Hard Lock Down**- Used when there's a direct threat to the school or in the immediate area of the school
- iii. **Run, Hide, Fight**-Active Shooter has gained entrance to the building.

How will I know if my child's school is on lockdown?

Once a lockdown is put into place, police and school administrators work together to first ensure the safety of everyone on the school campus. Once the situation has been stabilized, a phone message and email will be sent to parents to inform them that the school was placed on a lockdown, the nature of the incident, and about how long the lockdown will be in place.

In larger emergencies, such as an Emergency Lockdown or lockdowns that affect numerous schools, ACUSD will take the following steps to notify you:

- dispatch an emergency phone message
- notify and update the local media as the situation develops

Emergency phone messages are sent to phone numbers that parents have provided to the school on enrollment forms. Letters are usually sent home with students at the end of the day, or the following day if the lockdown happened close to dismissal.

Why didn't I receive a phone message?

Each situation differs in the level of severity and how it impacts the school day and families. For instance, if a Soft or Hard Lockdown is put into place but is lifted after just a few minutes with minimal impact to the school day, your principal may decide he or she will send a letter home for information purposes. In other cases, principals or site administrators may decide to send both an emergency phone message *and* a paper letter home.

In a more severe Emergency Lockdown, parents will receive multiple forms of communication. This could include multiple phone messages, multiple emails as well as written letters after the fact. During an Emergency Lockdown, parents are also encouraged to watch or listen to local media for updates.

Parents: please ensure your school has your most up-to-date emergency contact information on hand.

In the event of a lockdown or other emergency, school staff will use the contact information to notify you. If you have not received a recorded phone message or email from your school during a lockdown, please check your contact information with the school.

Can I come to the school and take my child home?

During a lockdown, your child's school is a secure area. School officials and law enforcement are working together to keep everyone safe, and *no one* is allowed to enter or exit the school. To ensure everyone's safety we ask that parents please refrain from coming to school campuses during a lockdown. Once the all-clear is given, students and staff will be permitted to enter or exit the school again.