



UNIVERSITY PLACE SCHOOL DISTRICT

EMERGENCY PROCEDURES FOR PARENTS

As part of the overall mission in the University Place School District, the safety and security of students and staff are a first priority. Prevention and planning are essential to school safety. Washington State law requires schools to conduct at least one safety-related drill per month. The drills must include: Shelter-in-place, Lockdown, and Evacuation. Additionally, schools in University Place practice Earthquake and Fire Drills throughout the year. Our administrators work closely with first responders including the University Place Police Department, West Pierce Fire and Rescue and Pierce County Emergency Management to ensure our procedures and training follow best practices in school safety.

IF THERE IS AN EMERGENCY AT YOUR CHILD'S SCHOOL

While your first reaction may be to call or rush to your child's school in the event of an emergency, phone calls and traffic may interfere with emergency operations by first responders en route to the school.

Providing families timely and accurate information in an emergency is a priority for us; we ask that you become familiar with the following communication tools that will be used in the event of an emergency. These methods of communication will provide you with helpful information and status updates throughout an emergency event.

- UPSD website homepage (www.upsd83.org)
- UPSD Twitter page ([@upsd83](https://twitter.com/upsd83))
- UPSD Facebook page (<https://www.facebook.com/UPSD83>)
- FlashAlert – You can sign-up for UPSD notifications here (<https://www.flashalert.net/id/upsd>)
- School Messenger - Emergency messages are sent to designated email and phone contacts in Skyward/Family Access

HOW YOU CAN HELP

- **Do not call or go to the school.** In an emergency, school personnel are focused solely on the safety and welfare of students and staff. Showing up to the site can create unnecessary traffic, prevent emergency vehicles from responding quickly, and may also put you in danger.
- If you get a call or text from your student, help him or her remain calm. Remind your student that school staff know what to do in an emergency situation, and will work to keep everyone safe.
- Do not call/text your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- **Rely only on official communication from school or public safety officials.**
- Use the communication tools above to watch/listen for official information regarding reunification with your child.



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BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure your child's emergency contact information is accurate and current. Only those listed as emergency contacts will be allowed to pick your child up in the event of a school-wide emergency.
- Talk to your child about your family's emergency plan.
- Become familiar with your school's emergency communications procedures.
- If your child takes medication, be sure the school has a 1-2 day supply.
- Notify your child's school or contact the UPSD District Office (253-566-5600) if you see a dangerous or suspicious situation at or near any of our schools.

SAFETY TERMS AND PROCEDURES

In an emergency at your child's school, it is important to know these terms.

Lockdown— A lockdown takes place if a threat is identified at the school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school is allowed until an "all clear" announcement is made.

Modified Lockdown - A modified lockdown is initiated to keep students and staff safe from potential dangers outside the school. During a modified lockdown, exterior doors are locked, students are moved into the building, and movement within the building is limited. No entry or exit from the school is allowed until the "all clear" announcement is made.

Shelter in Place – Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit from the school is allowed until an "all clear" announcement is made.

Evacuation – When it is unsafe for students and staff to stay inside the building then everyone will evacuate to a safe location. This may be an alternate location on campus like the playground or the athletic field. At times the entire campus may not be safe and everyone will be evacuated to an offsite location. Following an off-campus evacuation, parents will receive information on the location and instruction for picking up their children.

Reunification – Families will be informed by school officials via the district's automated notification system, or by public safety officials via media to their child's specific location. Students will be released ONLY to parents or guardians or those who are documented as emergency contacts and who present a picture ID (driver's license, military ID or passport).

Please contact the District Safety and Emergency Preparedness Coordinator, with any comments or questions: Torey Heidelberg, 253-566-5600, theidelberg@upsd83.org