

# PARENT/GUARDIAN ROLE IN EMERGENCIES:

## STEPS YOU CAN TAKE....

### BEFORE EMERGENCY: PREVENTION/PREPAREDNESS

- Report any safety issues, concerns, rumors to your school principal or police/sheriff.
- Support security measures when visiting our schools by signing in and out at the school office and wearing a visitor's badge at all times.
- **Make sure the office has your correct contact information on file.** This contact information will be used to alert you in an emergency situation.
- Reassure your child that they are safe at school. We practice drills so that everyone knows what to do in an emergency situation.

### DURING EMERGENCY: RESPONSE COMMUNICATION

In a school emergency, the first instinct of many parents is to call their child or rush to the school. The best action parents can take in an emergency is to stay close to their phone and email and to monitor reports for regular updates and instructions:

- **DO NOT** come to your child's school during emergency situations. If the school is in lockdown or ALICE has been initiated, there is a reason. For your safety, the safety of your child, and the well-being of all involved, all parents **MUST** stay away from the school. This will also allow the school access route and street entrances to remain clear for emergency vehicles.
- **AVOID** calling the school or the district office during the emergency. School staff most likely will be unable to answer the phone. Please leave our lines open for emergency calls.
- **AVOID** calling or texting your child during an emergency situation. It is best **NOT** to try and get in touch with your child as this could alert an intruder of your child's location. Exchanging information with them, especially information that is incomplete or wrong, could make matters worse or cause unnecessary worry.
- **STAY CLOSE** to the telephone for district updates through our automated telephone system or text messages. Parents will be notified when and where they can pick up their child. Students will only be released to parents and/or guardians.

### AFTER EMERGENCY: RECOVERY

Following a school crisis, specially trained district personnel are available to provide counseling and outside referrals to students, staff members and others who may need it.

- Monitor your student's behavior and let the school know if you think counseling or help is needed.
- The district will work as quickly as possible to restore normal school operations and will inform parents of any changes.

# WHAT IS ALICE?

The Luverne Public Schools consider the safety of students and staff their highest priority and have developed crisis plans and procedures for our schools. The district has adopted the ALICE protocol for emergency procedures.

## ALICE stands for:

- A**lert Get the word out! Announce “armed intruder in building” instead of “Code Red.” Use clear, concise language to convey the type and location of the event.
- L**ockdown Always a good starting point, we will continue to lockdown students in a secure area.
- I**nform Communication keeps the shooter off balance and allows for good decision-making.
- C**ounter Apply skills to distract, confuse and gain control.
- E**vacuate Reduce the number of potential targets for the shooter and reduce chances of victims resulting from friendly fire when help arrives.

# ALICE WEEK

# OCTOBER 1-5

Luverne Public Schools has designated the week of October 1st as ALICE week. Staff will review the ALICE program and procedures with all students throughout the week. The district will conduct a mock evacuation on Friday, October 5th.