

Emergency Response Guide for Parents

The Pendergast Elementary School District has a detailed emergency plan which has been developed in collaboration with our local law enforcement and fire-medical agencies to respond effectively and efficiently to any situation. Should a critical or emergency situation arise, the appropriate response will be initiated. **Please be advised that students WILL NOT be released during any emergency response.**



EVACUATE



LOCKDOWN



SHELTER IN PLACE



REUNIFICATION

Evacuation

An Evacuation is initiated when there are conditions inside the school building that could be unsafe. Students and staff evacuate the buildings to an outside location and assemble at predetermined locations. An off-site evacuation may be necessary depending on the incident. School district officials will coordinate busing of students to an off-campus location. Information on student reunification will be sent out by the district automated phone, text, or email system.

Lockdown-Threat Off Campus

A threat off campus Lockdown is initiated when there may be a danger outside of the buildings or off campus. Students and staff are moved (or remain) in classrooms and perimeter doors remain locked, including the front office. Classroom instruction continues as normal, and necessary movement can occur within a building. Law enforcement will notify administration when the All Clear can be given.

Lockdown-Threat On Campus

A Lockdown is initiated when there may be an immediate threat or hazard near or on the school campus. Students and staff are moved (or remain) in classrooms, sit away from sight-line of the doors or windows, and doors and windows are locked and covered. Classroom activities cease until the incident concludes. The office will be closed and phones will not be answered.

Shelter in Place

A Shelter in Place is initiated when students and staff need to be inside the building for safety. During Shelter in Place, students and staff are moved (or remain) in their classrooms and normal classroom activities continue until the incident concludes. The front office is unlocked and open for anyone seeking shelter. Shelter in place is used to provide protection against the outdoor environment, such as weather.

Parent-Student Reunification

Parent-Student Reunification is a process where parents will be asked to pick up their children from school or an alternate location in a formalized, controlled release. The goal of reunification is that all students remain safe while in the school's care until they are reunited with families. Students will be released ONLY to parents/guardians or other adults who are listed as emergency contacts and who present a picture ID such as a driver's license, military ID or passport. Please make sure all emergency contacts are updated and accurate. We appreciate your patience during this process to ensure your child's safety.