

# KPBSD EMERGENCY GUIDELINES FOR PARENTS AND GUARDIANS



## **BEFORE A SCHOOL EMERGENCY**

### ✓ **Parents Should Be Prepared**

- Contact information** entered in PowerSchool is used to make emergency contact with parents. So that KPBSD can keep you informed, make sure your child's emergency contact information is accurate, current, and updated as needed. That information may be used during an emergency to generate automated phone messages, emails, or text messages to parents from schools or the district office. **Parents need to go to the school office to update and sign their information.**
- Download the [KPBSD Mobile App](#) so you can automatically receive emergency update push notifications
- Become familiar with the [KPBSD Facebook](#) and [Twitter](#) social media sites where emergency information is posted

### ✓ **Parents Should Be Informed**

- Familiarize yourself with these KPBSD emergency terms and procedures:
  - ✓ **Stay Put:** A "stay put" takes place when a potential threat is identified in the school's neighborhood. All school doors are locked but classes continue inside as normal. No entry into or exit from the school is allowed. Students will not be released until the situation is resolved and the "stay put" has been rescinded.
  - ✓ **Safety Closure:** A "safety closure" takes place when a violent intruder is identified on school grounds or in the school building. The ALICE protocols will be followed. No entry into or exit from the school is allowed. Students will not be released until the situation is resolved and the "safety closure" has been rescinded.
  - ✓ **Shelter-In-Place:** A "shelter-in-place" takes place when students take refuge in designated areas to be protected from hazardous materials or severe weather. Entry or exit from the schools will be controlled.
  - ✓ **Evacuation:** In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly area. Students will be released to parents per district student release procedures.

## **DURING A SCHOOL EMERGENCY**

### **Parents:**

- ✓ **Should trust that during an emergency the school and district is first doing what is needed to protect students, and then communicating to parents as quickly as possible when we have full and accurate information.**
- ✓ **Should trust that staff and students are prepared for emergency situations. Schools participate in emergency drills throughout the year, and staff and emergency responders know the best procedures for keeping students safe.**
- ✓ **SHOULD NOT call or rush to your child's school**  
Phone lines, staff, and local roads are needed for emergency response efforts.
- ✓ **SHOULD NOT phone or text your child**  
The sound or vibration from cell phones and phone conversations could put students in danger. Also, students need to be paying attention to the instructions from trained staff. Conflicting instructions from parents may put a child's safety at risk.

## **AFTER A SCHOOL EMERGENCY**

### **How will I be reunited with my child?**

Parents and guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the previously discussed emergency modes of communication. Students will be released **ONLY** to parents and guardians or other designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, military ID, 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.

### **Recovery:**

**Following the emergency, we encourage parents to:**

- 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 in place
- Seek help from school personnel or a mental health professional if concerns persist

Should your child have serious concerns in response to an emergency or crisis, contact your school directly for information and guidance.

**QUESTIONS?** Please contact your school principal or office.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**SCHOOL "SAFETY CLOSURE" INFORMATION**



After extensive research and study of historical and recent school safety incidents, the U.S. Department of Education issued a new document with new guidelines for school safety entitled "Guide For Developing High-Quality School Emergency Operation Plans." One of the major findings was that the lone option to *lockdown* was no longer enough. It was stressed that "as the situation develops, it is possible that students and staff will need to use more than one option." In order to give our staff and students more options to protect themselves, KPBSD adopted the A.L.I.C.E. protocols to be used when the presence of a violent intruder necessitates a "Safety Closure." A.L.I.C.E. is an acronym for:

**ALERT**     **Use Plain and Specific Language. Avoid Code Words**

Get the word out! Notify authorities and those in harm's way of the danger at hand. The objective is a conveyance of plain, clear, concise and accurate information, not an issuance of a command. The goal is to empower as many individuals as possible with the ability to make an informed decision as to their best option to maximize their chances of survival!

**LOCKDOWN**     **Barricade the Room. Silence Mobile Devices. Prepare to EVACUATE or COUNTER if Needed**

Locking down and barricading entry points may still be the best option in some situations. The noise of cell phones and phone conversations could put students and staff in danger so all mobile devices should be silenced. ALICE training includes instruction on practical techniques to assist in better barricading the room. Pre-Planning and obtaining of materials can improve the ability to barricade. The time in Lockdown can be used to prepare for the use of different protocols (i.e. Counter or Evacuate) as the incident proceeds and situational information is supplied.

**INFORM**     **Communicate the Intruder's Location in Real Time**

Inform is a continuation of Alert and uses any means available to pass on real-time information. Communicate real-time updates throughout the incident to those involved. This can be accomplished through the use of video surveillance equipment, public address systems, or electronic updates. Updates during an incident allow those involved to make sound decisions about how to react and what steps, if any, to take next. Information should always be clear, direct and, as much as possible, should communicate the whereabouts of the intruder. Effective information can keep the intruder off balance, giving people in the school more time to further lockdown, or evacuate to safety.

**COUNTER**     **Create Noise, Movement, Distance and Distraction**

This protocol is used only as a "last-resort" or "worst-case" option if those involved have not been able to find a secured area, or their secure area has been breached. Staff and students are trained in disruptive actions that create noise, movement, and distance to distract, confuse, and gain control through age appropriate tactics. ALICE does not endorse civilians fighting an active shooter, but when confronted directly in a life-and-death situation, individuals should use any actions necessary to defend themselves.

**EVACUATE**     **When Safe To Do So, Remove Yourself From Danger Zone**

The goal is to safely put as much time and distance between the threat and our staff and students as possible. The decision to evacuate can be made at any time during the incident based upon information that becomes available. Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with an intruder. Evacuation is the number one goal! When Evacuation is one of multiple protocols that are safely available, Evacuation should be the first choice.

**It is important to understand that these protocols are age appropriate, not sequential or chronological, and those involved have the ability to change protocols as an incident progresses.**

KPBSD's change to the use of A.L.I.C.E. protocols has been done in conjunction with our local law enforcement agencies. These agencies also participate in the training of staff and students.