

CARSON CITY SCHOOL DISTRICT

Emergency Information Guide for Parents & Guardians



What You Need to Know

BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your student's emergency contact information is accurate, current, and updated as needed. To update this information, please contact your student's school directly.
- Remove the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with CCSD's emergency communication procedures. We are committed to providing accurate and timely information in the event of an emergency.

IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your student's school, please follow the tips listed below:

- DO NOT call or rush to your student's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone/text your student. Staff and students are discouraged from using cell phone communication.
- Check www.carsoncityschools.com for updates.
- Tune to your local TV and Radio stations for official school alerts.
- Expect updates/instructions from the District School Messenger System.
- Rely only on official communication from District/School officials and/or public safety officials.



EMERGENCY TERMS AND PROCEDURES

In the event of an emergency at your student's school, it is important to know these terms:

Lock-Down with Admittance – occurs if a threat is identified outside of the school site. No entry into or exit from the school site will be allowed until the threat is over.

Lock-Down with No-Admittance – occurs if a threat is identified inside of the school site. No entry into or exit from the school site will be allowed until the threat is over.

Evacuation – In the event that a building or site has unsafe condition(s) students will be relocated to a safe assembly point.

Duck, Cover and Hold – Students take refuge where they are under desks or tables. This procedure is used most usually during earthquakes.

HOW WILL I BE REUNITED WITH MY STUDENT?

Reunification – Parents/Guardians will be directed by school or public officials to their student's specific location. This information will be distributed through the CCSD School Messenger System, the Carson City School District web site and/or the local TV/radio stations.

Students will be released **ONLY** to parents/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, state ID, military ID, Permanent Resident ID card or passport.

Please remember to bring your ID with you and inform your student's emergency contacts of this requirement so that they will be ready to show proper identification if they are picking up your student.

The reunification process can be time-consuming, so everyone is urged to be patient.

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Following an emergency:

- Listen to and acknowledge your student(s) concerns.
- Provide reassurance that your student is safe.
- Assure your student that additional prevention efforts are being put in place.
- Seek help from school personnel or a mental health professional if concerns persist.
- Should you or your student have serious concerns in response to an emergency or crisis, contact your student(s) school directly for information and guidance.

Carson City School District

Parent/Guardian Emergency Procedure Card

Following an emergency, parents/gaurdians are encouraged to do the following:

- DO NOT call or rush to your students school site. Phone lines and staff are needed for emergency response efforts.
- Visit www.carsoncityschools.com for updates.
- Expect updates/instructions from the District School Messenger System.
- Tune to your local TV and radio stations.

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