



# DOUGLAS COUNTY SCHOOL DISTRICT

## Emergency Information Guide for Parents and 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 Douglas County School District's (DCSD) 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.dcsd.k12.nv.us](http://www.dcsd.k12.nv.us) or Infinite Campus for updates.
- Tune to your media outlets for official school alerts.
- Expect updates/instructions from the District's Auto-Dialer system.
- Rely only on official communication from DCSD 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:

**Stay Put** – occurs if a threat is identified outside of the school site. No entry into or exit from the school site will be permitted until the threat is over.

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

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

**Shelter in Place** – Occurs when there is a need to isolate students and staff from outdoor environment to prevent exposure to airborne contaminants.

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



SafeVoice is an anonymous reporting system deployed by Douglas County School District to report any threats to the safety or well-being of our students. You may download the SafeVoice APP from any provider, call 833-216-SAFE, or go to the link on the DCSD webpage to make a report.

#### HOW WILL I BE REUNITED WITH MY STUDENT?

**Reunification** – Parents/Guardians will be directed by school or public safety officials to their student's specific location. This information will be distributed through the DCSD Auto-Dialer system, the DCSD website, and/or the local television/radio stations.

Students will be released ONLY to parent/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.

#### 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.

(Please complete the cards below, and either keep a card in your purse/wallet or take a digital photo for quick access to this information)

#### DOUGLAS COUNTY SCHOOL DISTRICT PARENT/GUARDIAN PROCEDURE CARD

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

- DO NOT call or rush to your student's school site. Phone lines and staff are needed for emergency response efforts.
- Visit [www.dcsd.k12.nv.us](http://www.dcsd.k12.nv.us) or Infinite Campus for updates.
- Expect updates/instructions from the District's Auto-Dialer system.
- Tune to your local media outlets.

#### Names and Numbers of My Student's Emergency Contacts

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