MCKINNEY
INDEPENDENT SCHOOL DISTRICT

Emergency Guide for Parents and Visitors

The McKinney Independent School District is committed to providing a safe environment for student, staff, and visitors. We work closely with safety officials-police, fire, emergency medical services, and public health, in order to ensure our schools are well prepared for an emergency. We have developed a comprehensive plan that covers a wide variety of emergencies that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our schools.

Should a school emergency occur, a parent can get important information and directions by doing one or all of the following:

1. Seek information from the school district's Blackboard Connect, McKinney ISD website and/or Facebook.
2. Visit the McKinney ISD website (www.mckinneyisd.net)

Blackboard Connect, McKinney ISD website and/or Facebook

McKinney ISD uses Blackboard Connect, McKinney ISD website and/or Facebook as part of its ongoing effort to enhance student/staff safety, security, and communications. Blackboard Connect will be used to contact parents via telephone in a variety of situations ranging from severe weather and power outages to other emergencies that may cause a school to evacuate, relocate, or lockdown. Blackboard Connect, local news channels, McKinney ISD website and/or Facebook will be used to inform parents when schools are closed or opening late due to inclement weather. Blackboard Connect may also be used by individual schools to communicate important information to their school community.

Every parent who has a child attending McKinney schools is automatically signed up to receive messages through Blackboard Connect. However, it is up to you to keep the school informed of any new changes regarding address, email, phone numbers or additional emergency contacts.

In order for Blackboard Connect to be effective, McKinney School District must have accurate contact information for all parents. Without current contact information, Blackboard Connect will not be able to make the necessary contacts in the event of an emergency.

Whenever a parent changes a home phone number, cell phone number or e-mail address, they need to notify their child's school so the information can be updated.

WHAT PARENTS SHOULD DO TO PREPARE FOR A SCHOOL EMERGENCY

- Provide **accurate emergency contact information** to your child's school and notify the school if it changes.
- Communicate with your child about **being prepared for emergencies**. This includes taking drills, such as fire drills, seriously. It also includes reporting when unidentified visitors are on school property or reporting anything that is out of the ordinary or unusual in the school day to an adult at school.
- Identify who would be authorized to pick up your child if there is a school or community emergency. Make sure anyone identified as an emergency contact is listed on your child's student emergency information card.

WHAT TO DO DURING A SCHOOL EMERGENCY

- If there is an emergency at one of the McKinney ISD schools, wait for official instructions that will be communicated using Blackboard Connect, the McKinney ISD website (www.mckinneyisd.net) and/or Facebook. This telephone message will inform you of what has happened and what you should do (if anything).
- Please do not call the school. Phone lines and staff are needed for emergency response efforts.
- Please do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.
- Students will be kept in school or at a neighboring school or other shelter until the end of the school day if possible. If you are asked to pick up your child, the reunification site and the time when you can meet your child will be announced by school officials using the McKinney ISD website, Blackboard Connect, and/or Facebook.
- When you go to the reunification site, bring a picture ID (e.g., driver's license, passport, etc.) and check in with school officials.
- Students will be released to parents or guardians who have acceptable identification and who are named on the student emergency information card.
- If a legal guardian cannot pickup a child, the child will remain at the reunification site.

SAFETY TERMS AND PROCEDURES

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

Community Alert – Community Alert is called when there is a threat or hazard **outside** of the school building, whether it is due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground. McKinney uses the security of the physical facility to act as protection. Reverse Evacuation is included in a Community Alert. Protocol demands bringing students in from outside and locking all perimeter doors. The public address for Community Alert is "**Community Alert, Secure the perimeter!"**

Lockdown Condition – Lockdown is called when there is a threat or hazard **inside** the building, from parental custody disputes to intruders to an active shooter. Lockdown uses classroom security to protect staff and students. Lockdown protocol demands locking individual classroom doors or other access points, moving occupants out of the line of sight of the corridor windows and having room occupants maintain silence. The public address for Lockdown is: "**Lockdown! Locks, lights, out of sight!"**

Evacuation Condition – Evacuate is called when students and staff must leave the building. The Evacuate protocol demands students and staff move in an orderly fashion to a pre-determined evacuation assembly point. Fire drills are considered evacuation drills. The public address for evacuate is: **"Evacuate! Type/Location"**. Type and location is added when specific actions need to be taken during evacuation. Public address is not needed during a fire alarm unless special instructions are needed to change pre-determined evacuation routes and/or assembly points.

Shelter Condition – Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornados or hazardous materials. The public addresses are: **1. Shelter for Severe Weather! Drop, Cover and Hold (if time permits, move to pre-determined shelter locations)** and **2. Shelter for Hazmat**. Students and staff are held in the building, windows and doors are closed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is more effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. **3. Shelter for Medical Emergency!** Students and staff remain in their shelter area (room). This allows the medical response team members and first responders quicker and easier access to the medical emergency and prevent student and staff from unnecessary exposure to the incident.

HOW CAN I BE REUNITED WITH MY CHILD?

REUNIFICATION – Parents/Guardians will be directed by school or public safety officials via the website and Blackboard Connect and/or Facebook to their child's specific location. *Students will be released ONLY to parents/ guardians who are documented as emergency contacts and who present a picture ID such as a driver's license, military ID or passport. The reunification process can be time-consuming so parents are urged to be patient.*

FOLLOWING AN EMERGENCY:

- Listen to and acknowledge your child's concerns.
- Provide reassurances that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.