THE ROLE OF THE PARENT DURING A CRISIS

- Stay calm during a school emergency. Your attitude/actions conveyed to students in person or by cell phone communication may be traumatic, especially to young children.

- Make sure your emergency contact numbers are updated and on file in the office.

- During a school emergency, listen carefully to emergency notification messages. Check district (http://www.sanjuan.edu), and school web pages as phone communication may be interrupted due to excessive calls.

- Do not allow the media, against your will, to pressure you to be interviewed during a crisis.

- Rely on factual information from the school district or law enforcement. Frequently rumors may surface.

- Recognize that crisis counseling services will be available for you or a child affected by a crisis. Please contact a school administrator or counselor about accessing counseling resources.

Releasing Students (following a crisis) - This may be done on campus in a designated area. Students may be released (signed out) to persons on their emergency cards.

Parent Reunification - This may be used when the immediate area of the school perimeter is deemed unsafe (bomb threat; violent incident on campus, etc.).

Parents will be notified by emergency messaging or media of the exact location. Parents are directed to not come on campus during a lockdown for their own safety and the safety of those locked down. Generally, law enforcement will block access. Excessive vehicle traffic hinders access by emergency vehicles. Please do not try to come on campus during a lockdown.
SAFE SCHOOLS PROGRAM

Off-duty Sacramento County Sheriff’s Deputies are employed by the District in order to provide immediate intervention because of unsafe or illegal activity on campus. These Safe Schools Officers patrol four geographical zones. Schools experiencing a critical incident contact the Safe Schools dispatcher. The dispatcher will contact the officer of the appropriate zones. Two School Resource Officers (SROs) are provided by the City of Citrus Heights to several schools located in Citrus Heights.

Safe School Officers receive specialized training prior to being hired. We recognize that having uniformed officers on campus may create occasional negative feelings from students, parents, and staff who feel officers do not belong in a school environment. However, criminal behavior on campus generates a mandatory response from law enforcement. To prevent a crisis from occurring, all officers will work to be proactive rather than reactive. Officers will emphasize positive community relationships.

EVACUATIONS

Used for fires, bomb threats, gas leaks, etc.

- Each classroom/building has evacuation routes posted.
- Regular drills are conducted.

- If there is a bomb threat, do not move or touch unidentified objects. Cell phone communication may detonate bombs.
- 100% of students and staff must be accounted for after evacuation.
- Return to classrooms only after “all clear” signaled by staff.

LOCKDOWNS

Used in eminent danger, situations such as when there is a potentially dangerous stranger with or without a weapon on campus, violent criminal activity in the neighborhood, etc.

Drills are conducted on a regular basis. In the case of an actual emergency, parents are notified by phone using our Connect-Ed system.

Students and adults are brought inside classrooms and other designated areas.

Doors and windows are closed and locked immediately. Curtains, if available, are pulled; lights turned off. Students are to stay out of sight of windows and doors. They may take cover behind barriers such as bookcases, partitions, or desks.

No one leaves or enters the room during a lockdown once secure.

SHELTER-IN-PLACE

Used in potentially violent situations, such as a police helicopter in neighborhood, severe weather, etc.

Doors and windows are closed and locked. Students and staff may not move about on campus (except with police escort). Class instruction may continue.

THE ROLE OF THE STUDENT DURING A CRISIS

Students should understand and follow all plans applicable to the given crisis. Students should not panic.

- In the absence of adult direction, decide where it is safest to be and remain there.
- If a violent situation occurs, notify the nearest school staff member.
- Share all relevant information with law enforcement, teachers, and school staff.
- During and after the crisis, to the extent that is safe, keep your belongings with you, do not pick anything up, and do not go back for anything until receiving clearance.
- Calm and reassure fellow students.
- Do not perpetuate rumors to others. This includes cell or text messaging. We want parents and students to have accurate information, not rumors.