

## What should parents do if an incident occurs during school?

If an incident occurs, it is only natural for parents to want to call or rush to the school. However, parents must be careful to avoid hampering the work of school and public safety officials. Parents can help manage a crisis situation in the following ways:

- Remain calm. Do your best to cooperate with school and public safety officials.
- Keep roads clear. Be aware that traffic or parking congestion could hamper access of public safety vehicles.
- Keep phone lines open. Be aware that excessive phone calls could jam the phone system and hamper emergency communications.
- Get information before coming to the school. Access the District Web site at [www.jordandistrict.org](http://www.jordandistrict.org) or listen to local radio and television stations for the most current information. If students are being released early or at a location other than the school, parents will be notified through these sources.
- Be patient. Students will be released to parents, guardians or emergency contact persons with proper identification as soon as possible. Remember, a crisis situation must be handled in an orderly manner to protect and account for all students.



## For More Information

For more details about your school's emergency plans, contact a local school administrator or visit [www.jordandistrict.org](http://www.jordandistrict.org).



# Ensuring A Safe School Environment

Answers to questions  
about safety in  
Jordan School District

## A Safe School Environment

*Jordan School District is committed to providing a safe environment for students, employees and visitors. This brochure addresses questions parents may have about safety in Jordan District schools.*

### Do schools in Jordan District have a plan for responding to crisis situations?

Yes. District administrators work closely with local safety officials—police, fire, emergency medical services and public health—to ensure schools are well prepared for emergencies.

Jordan District has trained its staff on the Incident Command System, that prepares schools for a wide variety of emergencies and helps staff and public safety partners respond swiftly should a crisis occur in a school. The District's comprehensive safety plan addresses the following crisis situations:

- Earthquake
- Fire
- Chemical Spills
- Flood
- Violence/Terrorism
- Bomb Threats
- Severe Weather
- Power Outages

Jordan District works closely with local public safety officials to be certain everyone is on the same page when it comes to responding to a crisis.



### How will schools respond if an incident occurs?

Depending on the nature of the incident and recommendations from public safety officials, schools will implement one of the following emergency procedures:

**Evacuation** – If it is unsafe for students and staff to remain inside the building, the school is evacuated. Students and staff may be relocated to a safe location off school property, if necessary. School administrators will follow directions given by local public safety officials.

**Lockdown** – If there is an intruder or threat of violence on or near the campus, the school implements a lockdown. In a lockdown, all students and staff remain behind locked doors and outdoor entrances are locked. Parents and other visitors may not be allowed in the school, depending on the situation. School administrators will follow directions given by local public safety officials.

**Shelter-in-Place** – If there is a threat of severe weather or hazardous materials (chemical or biological) outside the school, a shelter-in-place procedure is implemented. All students and staff move to safe locations inside the building (interior rooms away from windows and doors), ventilation systems are controlled and parents and other



visitors may not be allowed in the school, depending on the situation. School administrators will follow directions given by local public safety officials.



All schools practice these procedures regularly throughout the school year.

### How will parents be notified if an incident occurs at school?

If an incident occurs, the first priority is to ensure all students are safe and under adult supervision. The District will notify the news media and place information on the District Web site as soon as possible. Parents should access the District Web site at [www.jordandistrict.org](http://www.jordandistrict.org) or listen to local radio and television stations for the most current information.

Parents may be notified directly in certain situations. Parents should ensure that emergency contact information they provide to the school is accurate and notify the school immediately if it changes.



### What support services will schools provide if an incident occurs?

If necessary, a crisis team from the District Student Intervention Services Department will be sent to the school to help students and staff cope with the emotional impact of a crisis. The crisis team consists of counselors and psychologists with specialized training.