

# Spreckels Union School District

## Parent Emergency Response Information

### 2019-20



The Spreckels Union School District (District) is committed to maintaining a safe and secure learning environment for our students and staff. The District has established policies and procedures that have been designed to effectively deal with an emergency incident should it occur in our district and community. These policies have been established in cooperation with local first responders, who continue to be valuable partners in our effort to maintain a safe and secure learning environment.

Each of our schools has its own critical incident plan, specific to the staff, the facility, and the students in that school. Each school also has a safety and security team which reviews the plan regularly with our school district safety committee and police and fire departments. Additionally, we conduct safety drills in collaboration with the Police, Fire Department, and other community response teams to ensure our plans are being implemented correctly and to allow us to make adjustments as necessary.

The District has established a School Safety Committee comprised of district administrators, teachers, support staff, parents, community members, and first responders to address any issues or concerns, and to provide feedback regarding the District's safety procedures.

### Visiting Our Schools

All District sites have updated secure entrances. Parents are welcome visitors to our schools and we ask that you comply with our visitor procedures in order to maintain a safe environment for our students and staff.

- All visitors will be required to use the Main Entrance and identify themselves and their purpose for visiting to the office personnel, who will allow visitors to enter the building.
- Upon entrance, visitors are required to go directly to the Main Office to present valid photo identification, if requested, and obtain a Visitor's Pass, which must be worn during the visit.

**PLEASE NOTE: Weapons of any kind are strictly prohibited on Spreckels Union School District properties, including vehicles that are parked on school property.**

It is vital that the District have accurate and up-to-date emergency contact information for all students. In an

emergency, the District will contact parents via telephone and email using Black Board Connect. If your telephone number(s) or email address changes, please contact the main office at your children's schools to get your updated contact information immediately entered into the Student Information System.

### In an Emergency

If an emergency situation would occur in our schools, parents will be notified by telephone and email using Black Board Connect. An emergency message would include basic information about the nature of the emergency. In the event of an evacuation, you will also be notified where the students are being transported and where you can be re-united with your child. We have worked with local first responders to establish several potential reunification points throughout the District. Depending on the situation, we will establish a reunification point and notify you of the specific location, once it has been established.

The District continually strives to ensure the protection of all of our students and staff. The success of our emergency plans depends on the ongoing partnerships established with staff, students, parents and first responders. We appreciate your continued cooperation and support to keep our schools safe places for learning!

**The District will also communicate with parents in an emergency via:**

- The District's website: <https://spreckelsdistrict.org/>
- The District's Information Line: 831-455-2550
- Social Media: Facebook
- Local television stations

### How Parents Can Help in Emergency

During emergency situations, for the safety of everyone, parents are asked to wait for instructions from the District regarding how you can be reunited with your child.

- Please do not call the school during an emergency. If you call the school during an emergency, you will probably not be able to speak with anyone, and you may tie up telephone lines that could be used for communicating with 911 and other first responders.

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- Please pick up your child at the announced Reunification Point. While we understand that emotions are high in an emergency situation and parents want to be reunited with their child as quickly as possible, parents who arrive at the school in an emergency will interfere with the ability of first responders to do their jobs.
- Please refrain from going to your child's school. Follow the instructions from the District regarding where and when you can be reunited with your child. Our goal is to get you reunited with your child as quickly as possible, and parents who arrive at the school in an emergency situation only delay the reunification process.

PLEASE NOTE: The District will release students only to the adult(s) designated on the Student's Emergency Information Form. Photo ID will be required. Please be patient during the reunification process, as it is important to verify that students are being released to the proper adult.

#### Safety Practices and Procedures

The District conducts a variety of safety drills throughout the school year so students and staff can become familiar with the procedures associated with each of the scenarios. These drills include Fire/Evacuation, Earthquake, Shelter-in-Place, and Armed Intruder (ALICE) drills.

We encourage parents to talk about the drills with their children to emphasize the need to stay calm, not be scared, listen carefully, follow instructions, and take the drills seriously. While it is our hope that a real emergency never occurs, these drills are an effective way to ensure that students and staff know and can follow the procedures in an emergency situation.

The District has trained its staff and is in the process of training our students in the principles of A.L.I.C.E. (Alert, Lockdown, Inform, Counter and Evacuate) in the event an armed intruder enters a school. These are nationally recognized protocols for keeping everyone safe in an active weapons situation, and are designed to be age appropriate.

#### Here is a brief overview of A.L.I.C.E.:

**A – Alert** – It is important in an emergency situation that people know what is happening and where. For example, if an intruder is in the front of the school, it is important to communicate that information so teachers and students can decide if the best course of action is to lock down or evacuate, depending on where they are located in the building.

**L – Lockdown** – In a lockdown situation, students and staff are encouraged to secure the door and create a barricade to deter entrance into a room.

**I – Inform** – As the situation unfolds, it is important to share as much updated information as possible, such as the intruder has left the cafeteria and is now headed toward the main office. This updated information helps those who may be in a lock down area to decide if they should continue to stay in place or evacuate.

**C – Counter** – If an intruder enters a classroom, staff and students are encouraged to disrupt/distract the intruder by throwing objects or swarming/overtaking the intruder, rather than only sheltering in place, depending on the situation and the age level of the students.

**E – Evacuate** – If possible, students and staff are encouraged to get away from the situation as quickly as possible, move outside the building, and proceed to the established rally point.

**A.L.I.C.E.** principles are age-appropriate and are **not used** in this order. All are encouraged to utilize the action that best suits their circumstances and area of concern during an armed intruder or active shooter event.

We thank you in advance for cooperating with the District in making sure we are all as prepared as possible for an emergency situation.

If you would like to learn more about our Safety Committee or talk further about the District's safety procedures, feel free to contact Superintendent Eric Tarallo at [etarallo@spreckelsdistrict.org](mailto:etarallo@spreckelsdistrict.org) or 455-2550 x 316.