

**Important Parent Notification Regarding
Laytonville Unified School District
Procedures for Emergency Drills and Communication**
(A more comprehensive description of procedures may be found in the
Comprehensive School Safety Plan posted on our website: lUSD.us)

Laytonville Unified School District has emergency procedures in place for fire, bomb threats, lock down, shelter in place, school closures and evacuation. Emergency procedures are fully outlined in the LUSD Comprehensive School Safety Plan.

Some common terms and drills used in our Emergency procedures:

- **Evacuation:** *Used to move students and staff off campus.*
 - With a simple evacuation, students and staff leave and go to Harwood Hall and return to the school building right after the cause of evacuation is resolved. At least one evacuation drill is conducted annually. If it is not safe to return to the school site parent pickup will occur at Harwood Hall.
- **Shelter-in-place:** *Used during severe weather or other environmental threats (e.g., air contamination due to a local fire).*
 - This is a precautionary measure aimed to keep people safe while remaining indoors. Shelter-in-place involves having all students, staff, and visitors take shelter in pre-selected rooms that have phone access and stored disaster supplies kits and, preferably, access to a bathroom. The room doors are then shut.
- **Lockdown:** *Used when there is a perceived danger inside the building.*
 - A **lockdown** includes securing each occupied room by locking the door(s) and directing people to move away from windows and doors. Hallways are cleared of students and school staff. Typically, local law enforcement arrives to secure the site and arrange for evacuation or return to usual building activities. Students are kept in their classrooms or other secured areas in the school until the lockdown has ended.
- **Fire:**
 - Students are evacuated to a pre-designated area on campus away from danger. Drills are conducted monthly at LES and twice a year at LHS
- **Earthquake:**
 - Students, Staff and Visitors are trained to stop, drop and hold in the event of an earthquake. Drills are conducted annually.
- **School Closures:**
 - Periodically the schools are required to close on a regularly scheduled day due to weather conditions and/or power outages. Notification will be shared with parents via the automated phone system and the district's Facebook page.

Communication with Parents:

In the event of a school emergency parents will be contacted through our automated phone system. It is critical that all parents keep the school offices updated with current contact phone numbers and alternate phone numbers. Messages currently come in the form of a voice message and text messaging is in the works for future communication. Depending on the incident messages will also be posted on the Laytonville Unified School District Facebook page.

Communication with Parents: During an Emergency

The best thing parents and guardians can do during an emergency is to stay close to their phone, email, or preferred communication method and wait for a message from the school. The school will use its automated phone system to alert parents of the event as time allows. If there is an actual lock down at school we will inform you. If we are aware of a stranger danger situation in the vicinity we will tell you.

Please understand that because students are minors, by law we are unable to share disciplinary actions with the public. At no time is the district allowed to share with the public whether a minor student is in attendance or not. Likewise, due to law enforcement protocols, we are unable to share specific details of a threat. An exception to this is In the event of a direct threat that specifically names a targeted student. In such cases, the family of a student who is threatened will receive more information in order that we can put protections in place to ensure student safety.

Communication with Parents: After an Emergency

After a school emergency or critical event, students may feel pressure, anxiety, and other mental health concerns. Laytonville Unified School District employs many staff members who are trained and equipped to help support our students in times of stress. If school district employees notice any concerns regarding a student's well-being staff members will directly contact parents via phone.