

LEPC Participants



# Guide for Parents During School Emergencies



The mission of the Local Emergency Planning Committee is to develop an effective plan of action that will be utilized if a hazardous material is released into our community. For more information please call (915) 771-1010

Presented by:  
El Paso County  
Local Emergency Planning  
Committee

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

In cases of a minor disaster during school hours, your children will be cared for at school. School Districts have a detailed emergency operation plan and school staff is receiving training to respond to any major catastrophe.

Your cooperation is necessary in any emergency. Listed are recommended guidelines for parents to remember in the event of school evacuation, lockdown and shelter in place.

### Evacuation

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools or evacuated to a safer location but their safety is our priority. It will be expected if necessary that they be picked up by an identified, responsible adult who has been identified as such on the SCHOOL emergency card. Emergency card is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school;

- He/she is 18 years of age or older.
- He/she is usually home during the day.
- He/she could walk to school, if necessary.
- He/she is known to your child.
- He/she is both aware and able to assume responsibility.

3. Turn your RADIO on for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via school district cable. In addition, information regarding day-to-day school operations will be available by calling the District Office.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

### Lockdown

1. Remain calm.
2. Do not call or come to school.
3. Do not call your child on their cell phone (Talk to your child about safety procedures during a lockdown and cell phone usage could harm the situation).
4. Listen to radio or watch television for updated information.
5. Expect to be redirected away from school by law enforcement officials if you decide to come to the school.
6. If you call the school you may get a recording telling you the school is in lock down; do not insist, school officials need lines to call emergency responders and you might block lines. Trust your school administrators and law enforcement (a plan has been developed for this purpose).

### Shelter In Place

During a Shelter in Place, students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students may be kept in school for long periods of time, in this case please stay home, do not call school or district office, watch the news on TV or listen to the radio for instructions. If a case should occur that the city is affected and Shelter in Place is activated, make sure you follow safety procedures at home or while driving.

Safety procedures for shelter in place require you to;

1. Remain calm.
2. If outdoors, go inside immediately (do not make any calls to school or 911).
3. Close all windows and doors.
4. Close all outside air vents turn off cooling, heating or ventilating systems. Cover cracks under doors with damp towels. If you have a fireplace, put out the fire and close the damper.
5. Listen carefully to an AM/FM radio, television, for instructions from emergency officials.