

What You Need to Know

BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact information is accurate, current, and updated as needed. To update this information, please contact your child's school directly. (This information is used for the School Messenger emergency notification system)
- Remove the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with CUSD's emergency communications procedures. The district is committed to providing accurate and timely information in the event of an emergency.

IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- DO NOT phone/text your child. Staff and students are discouraged from using cell phone communication.
- Check for the text or voice message you will receive via School Messenger.
- Check www.chicousd.org main page for updates.
- Tune to local TV and radio stations for official school alerts.
- Call the CUSD main number: (530) 891-3000.
- Rely only on official communication from school officials and/or public safety officials.



EMERGENCY TERMS AND PROCEDURES:

In the event of an emergency at your child's school, it is important to know these terms:

Lockdown - A lockdown takes place if a threat is identified inside or outside of the school. All school doors are locked, and students are confined to classrooms. No entry into or exit from the school will be allowed.

Shelter-in-Place - Students take refuge in designated areas for protection from hazardous materials or severe weather. Entry or exit from the school will be controlled.

Duck, Cover & Hold On - In the event of earthquake or other shaking building situations, students will be asked to duck down to the floor, seek cover under a piece of furniture and hold on to the furniture until the shaking stops.

Evacuation - In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly point.

HOW WILL I BE REUNITED WITH MY CHILD?

Reunification - Parents/guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the emergency notification system, the CUSD website, or local TV/radio. Students will be released ONLY to parents/guardians or other individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, military ID, Permanent Resident ID card, or passport. **Please remember to bring your ID with you and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.**

The reunification process can be time-consuming, so everyone is urged to be patient.

Please keep the card below in your wallet or carry at all times.

Chico Unified School District Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- Check for the text or voice message you will receive via School Messenger emergency notification system.
- Visit www.chicousd.org for updates.
- Tune to local TV and radio stations.
- Call the CUSD hotline 530-891-3000.

Chico Unified School District Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

- DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- Check for the text or voice message you will receive via School Messenger emergency notification system.
- Visit www.chicousd.org for updates.
- Tune to local TV and radio stations.
- Call the CUSD hotline 530-891-3000.





Following an emergency:

- Listen to and acknowledge your child’s concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.
- Should you or your child have serious concerns in response to an emergency or crisis, contact your child’s school directly for information and guidance.



Emergency Information Guide for Parents & Guardians



Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communication to parents, guardians, and the community.

Names and numbers of my child’s emergency contacts:



Names and numbers of my child’s emergency contacts:



This brochure was funded by the fiscal year 2011 Readiness & Emergency Management for Schools (REMS) grant provided by the U.S. Department of Education’s Office of Safe & Drug-Free Schools (OSDFS).



Risk Solutions International, LLC
 New York, New York 10010
 www.rsi-llc.com
 877. 774. 1900
 ©2012 Risk Solutions International LLC All Rights Reserved

Rev 08/12