

Parent Communication

You may receive a **text, phone, or email message** from GWA informing you of an emergency at school.

Go to the GWA website for updates:

www.gwacademy.org

We may also use media such as TV or radio to update you.

Please do not call the school as it will interrupt the emergency response and recovery efforts there.

Students will be instructed to **not** use cell phones other than to send you a quick **text message**.

How will students be released?

1. QUICK RELEASE

- The emergency may warrant a QUICK RELEASE (such as power shut down at the school).

- Students will need to be picked up by their parents using regular carpool procedures.

2. CONTROLLED RELEASE

- The emergency may warrant a CONTROLLED RELEASE (such as school building has been damaged, crime scene).

- Follow signs to a Check-in area.

- Fill out a Parent Reunification card for each child & show photo ID.

- You will be directed to a Reunification area where your child will be brought to you.

- Please note that this CONTROLLED REALEASE may occur at a site other than the school.

- Check email and media stations for updates.

In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

Lockout! Secure the Perimeter.

Students
Return inside
Business as usual

Teachers
Bring students into the building
Increase situational awareness
Take roll
Business as usual

Parents
Check email, text & phone messages
Do not call the school
Go to www.gwacademy.org for updates
No one will be allowed in or out
Do not pick up student until notified
Bring Photo ID

Lockdown! Locks, Lights, Out of Sight.

Students
Move away from sight
Maintain silence

Teachers
Close your locked classroom doors
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll

Parents
Check email, text & phone messages
Do not call the school
Go to www.gwacademy.org for updates
No one will be allowed in or out
Do not pick up student until notified
Bring Photo ID

Evacuate! (Directions to Follow.)

Students
Leave your stuff behind
Form a line
Hand in hand as directed

Teachers
Lead evacuation to location
Take roll
Notify if missing, extra or injured students

Parents
Check email, text & phone messages
Do not call the school
Go to www.gwacademy.org for updates
No one will be allowed in or out
Do not pick up student until notified
Bring Photo ID

Shelter! (Directions to Follow.)

Students
Shelter types:
1. For tornado
2. For bomb
3. For hazmat
Shelter methods:
1. Drop, cover and hold
2. And seal the room
3. In silence

Teachers
Shelter type
Shelter method
Take roll

Parents
Check email, text & phone messages
Do not call the school
Go to www.gwacademy.org for updates
No one will be allowed in or out
Do not pick up student until notified
Bring Photo ID



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Everyday Safety – Checking in & Checking Students Out

All visitors are required to **sign in** at the front office.

Photo ID may be required to pick up a student at any time other than the regular dismissal time.

Students will be checked-out only to those adults who have prior approval from parents.

Please make sure the school has your current contact information, including **updated cell phone numbers**, and the contact information of those adults who have your approval to pick up your child.