

# Conroe ISD School Emergency Guide

## School Emergency Protocols

A crisis can take the form of several different situations such as a weather emergency, chemical spill, gas leak or a possible intruder. The actions taken in the initial minutes of an emergency are critical. Prompt communication ensures that students, faculty, and staff can take needed protective actions based on the understood risk.

## Safety Terms

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

**Lockdown** - This is used when a violent person or threat is in or on the grounds of the campus. There are no class changes and everyone is to remain in their room. All doors, windows, and classrooms are locked until the "All Clear" signal is given.

**Lockout** - This is used when a violent threat is off campus, such as someone fleeing from the police, gunfire, or explosion. People are allowed to move within the building and the exterior of the campus is secured and doors are monitored.

**Evacuate** - This procedure is used when students and staff need to leave a campus or facility for a variety of hazards.

**Shelter** - This is the presence of a hazard to health and safety of people inside and outside the building. All windows and doors are locked and the HVAC system is shut down. This procedure is also used when the school is being threatened by weather. All persons in the building are sheltered away from glass and high ceilings.

## Procedures for Reunification

Parents and/or guardians will be directed by school officials to their child's location. All vital information via the district website, the district's mass communication system, and news alerts. Students will be released only to the **emergency contact on file** and you must present a picture ID such as a driver's license, military ID or passport. The reuniting process can be a busy and time consuming one, so please be patient.

- Do update your child's emergency contact information.
- Do become familiar with your school and district's emergency communication procedures.
- Do **not** rush to your child's school.
- Do **not** tie up the phone lines at your child's school.
- For safety reasons, **do not** call your child's cell phone.

## How can parents help in an emergency?

We realize that it is your first instinct as a parent to rush to your child's school or pick up the phone and call. However, in an emergency, the best thing you can do is to stay aware of what is happening via the District website or news broadcasts. Remember that we are working to keep your child safe, and if there are large numbers of people or vehicles in the area, you may be hindering emergency

personnel from getting to the site. Stay close to your phone and email for updates.



# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

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



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



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## For Emergency Information

**TV Channels:** 2, 11, 13, 26, 39, and 45

**Radio Stations:** KSTAR .....99.7 FM  
KILT .....100 FM  
KVST .....103.7 FM  
KTRH .....740 AM  
KSBJ .....89 FM  
KKBQ .....92.9 FM  
KIKK .....95.7 FM

### Online:

Conroe ISD homepage.....www.conroeisd.net  
Conroe ISD Facebook....."Like" Conroe ISD  
Conroe ISD Twitter.....Follow@ConroeISD

### Conroe Independent School District

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936-709-7752

CISD Police - 936-709-8911