

## **For parents: What happens during a real Lockdown?**

### **What is a lockdown?**

A **Lockdown** is a precautionary measure in response to a threat directly to the school or in the surrounding community. In a **Lockdown**:

- All school activities are moved indoors.
- Depending on the type of situation, interior and exterior doors on campus are locked.
- No one is allowed to enter or exit the building.
- Parents may not come to the school during a **Lockdown**.
- Parents are also discouraged from calling the school directly. Additional calls hinder the ability of staff to respond to the primary task: keeping everyone safe.

### **There are three codes for secured premises used at TMISD:**

- **Stay Put** – used when there is a minor emergency in the building with no danger to students or staff
- **Lockout**– used when there's a danger in the surrounding community, i.e. bank robbery, police searching for a criminal suspect in the area, sightings in the community
- **Lockdown** – used when there's a direct threat to the school or in the immediate area of the school

### **How will I know if my child's school is on Lockdown?**

Once a **Lockdown** is put into place, school administrators and police will work together to ensure the safety of everyone on the school campus first. Once the situation has been stabilized, a phone message, *and/or* paper letter will be sent to parents to inform them that the school was placed on a lockdown, the nature of the incident, and about how long the **Lockdown** was in place.

In larger emergencies, such as an Emergency **Lockdown** or lockdowns that affect numerous schools, TMISD will take the following steps to notify you:

- dispatch an emergency phone message
- provide updates to parents and the local media as the situation develops

Emergency phone messages are sent to phone numbers that parents have provided to the school. Letters are usually sent home with students at the end of the day, or the following day if the **Lockdown** happened close to dismissal.

### **Why didn't I receive a phone message?**

Each situation differs in the level of severity and how it impacts the school day and families. For instance, if a **Stay Put** or **Lockout** is put into place but is lifted after just a few minutes with minimal impact to the school day, your principal may decide whether to send a letter home for information purposes. In other cases, principals may decide to send both an emergency phone message *and* a paper letter home.

In a more severe Emergency **Lockdown**, parents will receive multiple forms of communication. This could include phone messages, as well as written letters after the fact. During an Emergency **Lockdown**, parents are also encouraged to watch or listen to local media for updates.

### **Parents: please ensure your school has your most up-to-date emergency contact information on hand.**

In the event of a **Lockdown** or other emergency, school staff will use that contact information to contact you. If you have not received a recorded phone message from your school during a **Lockdown**, please check your contact information with the school.

### **Can I come to the school and take my child home?**

During a **Lockdown**, your child's school is a secure area. School officials and law enforcement are working together to keep everyone safe, and no one is allowed to enter or exit the school. To ensure everyone's safety we ask that parents please refrain from coming to school campuses during a **Lockdown**. Once the all-clear has been given, ending the **Lockdown**, a notification will be issued.