



## Littleton Elementary School District Emergency Preparedness Summary

### School Level

- Each school in the District has an Emergency Response plan that is reviewed annually by the school Emergency Response Team. These plans include protocols for potential hazards that could occur at a school.
- Evacuation, lockdown and lock out drills are practiced regularly with students and staff. The Superintendent will develop and maintain District emergency plans for each school, department, and other facilities in the District and will coordinate such plans with the local law enforcement, fire, medical and hospital authorities as necessary. Training components for staff and students shall be included in the Superintendent's emergency plans.
- Emergency response plans are confidential and exempt from public disclosure. The District shall not release emergency response plans to the public as part of a public records request. [A.R.S. 41-1803(G)].
- The plans will be in accordance with minimum standards developed jointly by the Department of Education and the Division of Emergency Management within the Department of Emergency and Military Affairs. The plans will designate specific emergency drills to be conducted. Local responders shall periodically be invited to review the plan(s).
- Emergency response plans developed by the Governing Board are required to address how the school and emergency responders will communicate with and provide assistance to students with disabilities.
- Emergency plans developed by the Superintendent will be presented annually to the Board.

### What Parents Should Do

- If the schools are in lockdown, or lockout, do not come to the school. Keep traffic lanes open so that emergency responders have clear access if it becomes necessary for them to come to the school.
- Keep the school phone lines free for emergency use. Do not call the school.
- Familiarize yourself with district emergency planning protocols.
- Ensure your child's school has current contact information for you and anyone authorized to serve as an emergency contact. Be sure to update your child's record when phone number or email addresses change.
- Make sure your child's medication/condition record is updated at all times.
- If your child is contacting you, remind them of the importance of following directions of their teachers and public safety officials.
- Trust that administration will communicate quickly.
- Subscribe and monitor social media and communication tools used by the school.

### Communication Plan

- During an emergency, administrators will secure the campus. First and foremost, they will secure the site. No one will be allowed in or out of the schools.
- Littleton ESD uses a variety of tools to communicate with parents on a regular basis.
  - Like Littleton Elementary School District (and schools) on Facebook or Follow on Twitter



- Make sure you have a current email address on file in the event the District sends messages via Constant Contact and/or Remind
- Make sure your mobile number is on file with your school to receive high priority broadcast messages.
- Be familiar with the school and district websites.
- In the event of an evacuation, you will receive information about reunification.
  - Littleton ESD has an agreement in place with the Avondale Sports Complex and has developed a plan to reunite students with parents.



## **Re: Emergency planning at the Littleton Elementary School District**

Dear Parents:

The safety and security of our students is our highest priority. Our schools and the school district regularly plan and practice to ensure we are prepared for emergencies. This letter will inform you of some of the procedures we will follow to protect our students during an emergency.

**What happens during an emergency?** During an emergency, school administrators will secure the campus in either what is called a lockdown or lockout. During both of these events, everyone is indoors, perimeter doors are locked and no one is permitted to enter or exit the building until school administrations give the all-clear signal. During a lockout, it is business as usual inside the school meaning instruction continues. This means that the threat is outside of the school. If there is immediate danger, schools will enter into a lockdown. This means teachers will lock interior doors, turn off the lights, move away from site and maintain silence. During both a lockdown or lockout schools work closely with public safety official and doors remain locked. Please note that public safety officials may direct the schools to keep students on campus, even after hours, until the all-clear signal is given.

In the event of an evacuation, parents will be notified about when and where to pick up their child via text, social media, email, autodialer or via the websites.

### **What Parents Should Know.**

- The schools have safety plans in place and regularly practice for emergencies.
- The school district is prepared to provide food, water and the medications listed on your child's medication record.
- The school district is committed to timely and accurate information during emergencies.

### **What Parents Should Do.**

- Familiarize yourself with district emergency planning protocols.
- Ensure your child's school has current contact information for you and anyone authorized to serve as an emergency contact. Be sure to update your child's record when phone number or email addresses change.
- Make sure your child's medication/condition record is updated at all times.
- Keep the school phone lines free for emergency use. Do not call the school.
- If your child is contacting you, remind them of the importance of following directions of their teachers and public safety officials.
- If the schools are in lockdown, or lockout, do not come to the school. Keep traffic lanes open so that emergency responders have clear access if it becomes necessary.
- Trust that administration will communicate quickly.
- Subscribe and monitor social media and communication tools used by the school.

Thank you for reviewing this important safety information.