

Hampton City Schools (HCS) is committed to providing a safe environment for students, staff, and visitors. We work closely with national, state, and local safety officials (police, fire, EMS, and public health) to ensure our schools are well-prepared for an emergency. This Guide offers steps you can take if a crisis were to occur at your child's school.

## As a parent, what can I do to prepare for a school emergency?

1. Provide accurate emergency contact information to your child's school and notify the school if it changes.
2. Remove the attached School Emergency Card for Parents and carry it with you at all times.
3. Ensure that all of your information is correct on your child's HCS Emergency Card. This will help us reach you in an emergency through our Connect-Ed service, an electronic notification service that will send emails and phone calls to the numbers you have designated.

## What should I do during a school emergency?

During an emergency, you will get a Connect-ED message; however, you may also:

- Call the HCS InfoLine at (757) 727-2000
- Check your email and/or voicemail if you are a HCS Connect-ED subscriber.
- Visit [www.sbo.hampton.k12.va.us](http://www.sbo.hampton.k12.va.us)
- Tune into the HCS cable television station WHCS Channel 46
- Listen to radio station WHOV 88.1 FM, providing Hampton-specific emergency information during every 15 and 45 minutes of each hour (e.g. 1:15pm, 1:45pm)

## School emergency terminology:

### What is an INTERNAL (full-scale) lockdown?

During an internal (full-scale) lockdown, all school interior doors are locked and students are confined to their classrooms; no entry or exit of the school is allowed. This takes place if there is a threat or possible threat inside the school. [How will I know if a school is in an INTERNAL \(full-scale\) lockdown?](#) The main entrance doors will be locked and a sign will be posted on the front door indicating that the school is in a lockdown. If there is no admittance into the building at the end of the school day, you will be referred to the HCS InfoLine at (757) 727-2000 for information; subscribers to the HCS Connect-ED service will also be notified.

### What is an EXTERNAL (modified) lockdown?

During an external (modified) lockdown, all exterior doors are locked; no entry or exit is allowed. This takes place if a threat or possible threat is outside the school. If the situation allows, parents could be admitted into the school with proper identification. [What type of identification will I need?](#) If it is deemed safe for you to enter the building, you will need to show a proper form of identification, such as driver's license, military I.D., HCS school I.D., or other valid photo identification.

### What is Shelter-In-Place?

Shelter-in-place means selecting small, interior rooms in the school (with no or few windows) and taking refuge there until it is safe to release students. This is a precaution aimed to keep our students safe from hazardous materials that may have been released into the atmosphere (note: this is not the same as going to a shelter in case of a storm). This procedure is implemented if it is determined that evacuation or dismissal could possibly place students at risk.

### What is reunification, i.e. if the school building is evacuated, how will I be able to locate my child?

Each school has a procedure for helping their parents reunite with their child. Parents will be directed to a specific location where they will be required to show proper identification. Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

During an emergency, it is critical that parents receive important information and directions from school officials before going to the school or scene of an emergency. We will strive to provide accurate and timely information that will be released to parents, the public, and the media during any emergency incident.

## IMPORTANT INFORMATION

### EMERGENCY CARD FOR PARENTS

Keep in your wallet or carry at all times.

After an emergency, parents can get important information and instructions by doing one of the following:

- Call the HCS InfoLine at (757) 727-2000.
- Check your email and/or voicemail if you are a HCS Connect-ED subscriber.
- Keep all Connect-ED numbers current.
- Visit [www.sbo.hampton.k12.va.us](http://www.sbo.hampton.k12.va.us)
- Tune into HCS television station WHCS Ch. 46
- Listen to radio station WHOV 88.1 FM.

### EMERGENCY CARD FOR PARENTS

Keep in your wallet or carry at all times.

After an emergency, parents can get important information and instructions by doing one of the following:

- Call the HCS InfoLine at (757) 727-2000.
- Check your email and/or voicemail if you are a HCS Connect-ED subscriber.
- Keep all Connect-ED numbers current.
- Visit [www.sbo.hampton.k12.va.us](http://www.sbo.hampton.k12.va.us)
- Tune into HCS television station WHCS Ch. 46
- Listen to radio station WHOV 88.1 FM.



Please try to avoid contacting your child by cell phone during an emergency. This can overload the phone system and cause delays in communication between the school, first responders, and the media.

### Emergency Numbers and Notes:

---

---

---

---

---

---

---

---



### Emergency Numbers and Notes:

---

---

---

---

---

---

---

---



## School Safety at HCS

The safety of the school environment, where your children spend much of their day, is a top priority for us. In the event an emergency takes place during the time your children are in school, please know that our schools will provide a safe environment. We will continue to work with school staff, students, parents, and community partners to provide the best education possible in schools that are free of disruption, conflicts, and violence. Additional school safety contact information can be found on the HCS web site: [www.sbo.hampton.k12.va.us](http://www.sbo.hampton.k12.va.us).

Ensuring school safety is everyone's responsibility!

## HCS Safe School Hotline

A safe school environment can be maintained with the support of school staff, students, parents, and the entire community. With this in mind, HCS has established a Safe School Hotline number (757) 727-CALL or (757) 727-2255. This phone line has been installed to receive calls 24 hours a day from students, parents, or concerned citizens who have information about potentially dangerous activity on school grounds or at school-related activities, when students are coming to school or returning home, on the bus, or at the bus stop. Callers should provide the following information: names of the participant(s) involved in the incident; when and where the incident occurred; the school name; bus number; and a call back number if you wish to be contacted.

This brochure was funded by the fiscal year 2005 Emergency Response and Crisis Management Grant provided by the U.S. Department of Education's (DOE) Office of Safe & Drug-Free Schools.



Risk Solutions International, LLC  
1330 Avenue of the America, 36th Floor  
New York, New York 10019  
877.774.1900

©2007 Risk Solutions International LLC All Rights Reserved

# School Emergency Guide

Informative guidelines for parents to follow in case of a school emergency.

