



Durham Public Schools

School Safety, Security and Emergency Information

For Parents & Families

DPS is committed to the safety and security of all students. Our Safety and Security Department works directly with all schools and emergency response partners to ensure the safety of our students. In this pamphlet, key information regarding safety/emergency efforts within all DPS Schools will be found.

Key Emergency Procedures

Our district has partnered with the I Love U Guys Foundation, which works with schools/districts around the United States to implement a common standard for emergency procedures. The Standard Response Protocol (SRP) provides a common language for emergency responders and our entire DPS Community. All schools and the district have various emergency plans/procedures along with the SRP to ensure the safety of all students, teachers, staff, and visitors. With this, each school also has a Campus Emergency Response Team (CERT), who is the first to respond to all school emergencies. This team is trained annually, and many members hold additional training certifications such as First Aid/CPR. The district also is well prepared for incidents through emergency planning/training and participates in regular exercises/emergency management efforts with Durham city/county first responder agencies.

**The SRP is based on the following actions:
HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER.**

HOLD



“In Your Classroom or Area,”

Students are trained to:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE



“Get Inside. lock outside doors.”

Students are trained to:

- Return to the inside of the building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCK DOWN



“Locks, lights, out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from the hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE



“To a location.”

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring a roll sheet and Go Bag (unless instructed not to bring anything with them, depending on the evacuation’s reason.)
- Lead students to the Evacuation location.
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER



“State Hazard and Safety Strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:

- Evacuate to the shelter area
- Seal the room
- Drop, cover, and hold
- Get to high ground

Students are trained in the following:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in the following:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

Parent Guidance

The natural inclination for parents/families is to go to school during an emergency. While we understand this, the best practice is to wait for information from the school and DPS, as the school will be inundated with emergency responders. Parents should do the following:

1. Do not go to your child's school. The school will be inundated with emergency responders, and students may be moved to another location.
2. Check for School Parent Messages, DPS websites, and other trusted information sources for information.

Common Parent Questions Regarding School Safety

Can I pick up my students during a Secure, Lockdown, or other school emergency?

Schools cannot release students during all incidents until the Standard Response Protocol is lifted. If you are at the school during an emergency, you will be asked to follow the same procedures the school is following.

Will Parents/families be notified when a school emergency occurs?

Yes, you will typically be notified if any Standard Response Protocol is activated.

Parents/families should ensure that their contact information, including cell phone number and email, is updated with the school.

Should parents text their students during an emergency?

DPS recognizes the importance of communication between parents and students during an emergency. If it is a lockdown-related incident, parents should be aware during the initial lockdown period, and it may be unsafe for students to text. As the situation resolves, students may text their parent/guardian to let them know they are safe. For other school emergencies, students typically can text/communicate with their parents. Please note that parents should follow instructions following a school emergency provided by the school or DPS.

What about unannounced drills?

At DPS, we conduct drills to practice our emergency procedures and to ensure all teachers, staff, and students understand what to do during an emergency. It's important to differentiate between a drill and an exercise. A drill is used to create the "Muscle Memory" associated with practicing what the school community does during an emergency.

All schools are required to participate in bi-annual lockdown drills, bi-annual tornado drills, monthly fire drills, and an annual earthquake drill. All drills (except fire drills) are announced to the school community beforehand for teachers/staff to prepare for the drill. If parents have questions regarding drills, please contact your school principal.

Standard Reunification Method

DPS has partnered with the I Love u Guys Foundation, which created the Standard Reunification Method (SRM). DPS will use the Standard Reunification Method following a circumstance that requires parents/guardians to pick up their students from an off-site location or if the normal pickup location at the school is changed. The SRM is a protocol that makes this process easier for the school but for parents/guardians as well during an emergency. All DPS Schools have a Reunification Plan and a trained Parent-Student Reunification Team to assist during reunification.

Notification

Parents/Guardians will be notified via parent message if reunification is required. DPS will also ensure this is communicated via social media and other new media outlets. In some cases, students may be asked to call or text their parent/guardian.

Parent/Guardian Expectations

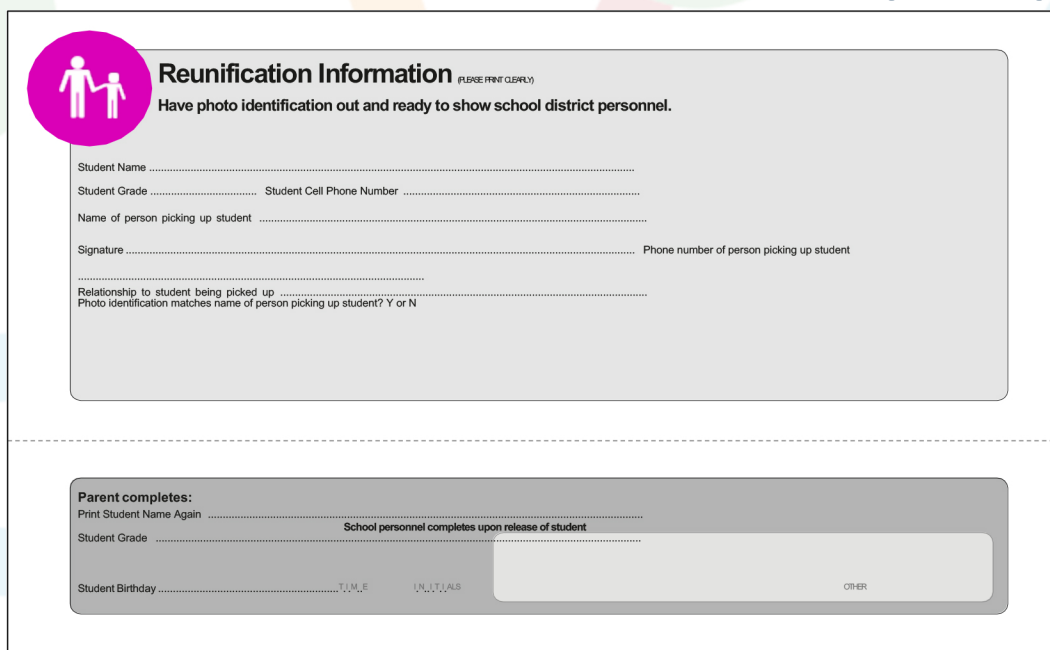
If a parent or guardian is notified that reunification is needed, there are some expectations that parents or guardians should be aware of. First, please bring identification to the reunification site. This will streamline the process and make this process easier. Second, please be patient. Reunification is a process that protects the student's safety and provides accountability. We understand you may want to pick up your student as soon as an emergency occurs, but we want to ensure all students are safe and secure before this occurs.

What if I can not pick up my student?


When a parent/guardian is not able to immediately pick up their student from the reunification site, students may be released to individuals listed as their emergency contact. Otherwise, the school will hold the student until a parent/guardian can pick up the student.

What if my student drove to school?

There may be instances where a student cannot leave the school with their vehicle. Parents will be advised to pick up their students from the reunification site. In most cases, high school students will be allowed to leave in their vehicle following an emergency.



Reunification Information (PLEASE PRINT CLEARLY)
Have photo identification out and ready to show school district personnel.



Student Name
Student Grade Student Cell Phone Number

Name of person picking up student

Signature Phone number of person picking up student

Relationship to student being picked up
Photo identification matches name of person picking up student? Y or N

Parent completes:
Print Student Name Again
Student Grade
Student Birthday TIME MONTHS OTHER

School personnel completes upon release of student

How the Standard Reunification Method Works

For students the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent drives to the school or reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. When multiple students are reunified, a separate card for each student needs to be completed.

Bring ID To Check In

During check-in, identification and custody rights are confirmed. The card is separated, and the bottom half is given back to the parent. From the "Check In" area, parents are directed to the "Reunification" area. A runner will take the bottom half of the card to the Student Assembly Area to recover the student or students. Parents should be aware that, in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. Parents may be pulled aside for emergency or medical information in extreme cases.

Anonymous Tip Reporting Systems

DPS utilizes two anonymous tip reporting systems that all schools can use by students, teachers/staff, and parents. When a tip is received, these systems notify school administrators and DPS Safety/Security.

DPS Text-A-Tip

Text your tip to **274637** (add to your contacts now so you'll always have it). Start your message with the keyword **DPSTIP**. Text us anytime you have information about a crime or a concern. Text **STOP** to cancel; **HELP** for help.

Standard message and data rates may apply. Your phone number and any personal identifying information will be kept confidential! Remember - **274637** - or submit online at www.dpsnc.net/tipsubmit.



In collaboration with NC DPI, DPS uses SAY SOMETHING for all district schools. You can submit tips via their website, call the hotline, or use their app. All tips go to the SAY SOMETHING Crisis Center and are forwarded to the school administration/DPS Safety and Security. Visit <https://www.sandyhookpromise.org/say-something-tips/> for more information or to submit a tip!



**DPS Safety
& Security**
(919) 560-3607