

Terms and Procedures in the Event of a School Emergency

In the event of a school emergency, the District and school staff may use the following terms to ensure a universal language. Our local police and fire departments also use this language.

Secured Building:

All Foxborough Public Schools (FPS) buildings are kept locked at all times. To enter a school building, visitors must ring a bell to notify the main office. After being allowed to enter the building, visitors must report to the main office and sign in. Visitors are assigned a temporary identification badge. This visitor badge must visibly be worn while in the building. School staff may ask for a valid ID if you are picking up a child from the school.

Lockdown:

A lockdown is used to minimize student/staff exposure to a potential threat. For example, this procedure may be used when the Foxborough Police Department warns the school of a fugitive in the neighborhood or when the school has received a threat. In the event of a lockdown, all exterior doors and windows will be locked, and no one aside from emergency personnel is permitted to enter or exit the school facility. During lockdowns, no outdoor activities or field trips occur. The students are kept safe in individual secure classrooms in the building during the event and are not permitted to leave. In the event of an emergency requiring a lockdown, families will be notified by our automated phone messaging system. Please do not come to the school during a lockdown.

If a situation is not resolved before the end of the school day, students and staff will remain in the building until the Foxborough Police & school staff determine it is safe to dismiss. Families will receive on-going communication from the school. Students will receive care such as food, water, and comfort while in a building after dismissal.

Evacuation:

The District will issue an evacuation of students and staff when leaving the building is the safest alternative. Evacuations may occur in the case of a threat, fire, or when the school building is deemed unsafe. Attendance is taken to assure all staff and students are out of the building and arrive at the designation site safely. Each school has designated evacuation sites. In the event of a school evacuation, the school will inform parents of the school evacuation site through our phone messaging system. All contacts, including your student's emergency contacts, will be contacted in the event of an evacuation. Please make sure your contact information is up to date.

We understand that school evacuations are stressful for students and their families. To quickly reunite students and their families during an evacuation, families will receive a phone call via the District's phone messaging system from their child's school or the school district. In the event of an evacuation, the District will follow a standard reunification plan to ensure all students are reunited with their families. During a reunification, families or individuals listed as an authorized person to pick up your child should do the following:

- Bring a valid form of identification (ID).
- Follow signage and parking directions of reunification location.
- Complete the provided reunification form.
- Choose the check-in line that corresponds to your student's grade.
- Provide school personnel at the check-in table with a valid form of a photo ID and the completed reunification form.
- Wait patiently as a District staff member retrieves and escorts your student to you.

Please note that only approved adults with valid photo identification will be allowed to pick up students from an evacuation location.