



WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT PARENT AND VISITOR RESPONSIBILITIES IN THE EVENT OF A LOCKDOWN OR EVACUATION

**Please read this important document in the event you are in a school
during a lockdown or an evacuation:**

- Do not attempt to leave the building.
- Follow the instructions of the teacher or administrator in the room.
- Place your cell phone on vibrate; turn off the “ring tone” on your cell phone.
- Check with the teacher or administrator that the door to your room is locked.
- Help move all children to a “safe” area.
- Help ensure that all staff and children are safe. Call 911 if there are injured individuals in your room.
- Provide support to the teachers and administrators you were visiting, if you are evacuated; stay at the designated safe area or relocation center.
- Check with the teacher or administrator that all students are accounted for during a lockdown or evacuation.
- Do not call family or friends. The district will communicate with others during this emergency.
- Do not attempt to leave the school, designated safe area or relocation center with your child or your child’s friends.
- Listen for information over the intercom system or follow instructions when the police enter the room. Do not leave until you have been informed that all is clear and safe.
- Do not re-enter the school building if you have been evacuated.