

Parent Information/Guidelines in case of Emergency at Howard Wood Elementary

In the event of any school emergency at school, whether a natural disaster, shelter in place, or lockdown here are some basic guidelines to follow.

1. Check the Howard Wood website at www.wood.tusd.org for updates.
2. Check your email for eblasts from school and or/district for updates. It is vital that the school have a current email address for you on file. Please contact the school office if you need to provide us with a new or current email address.
3. Refrain from calling the school office during a crisis, phone lines, if working are being used to communicate with staff, district personnel, or outside agencies such as Torrance Police and Fire Department. Do not text or email teachers seeking information as they will be focusing on caring for students and the emergency at hand.
4. If you are ever arriving on campus and something looks suspicious or out of place (i.e. no students on playground, no staff walking in hallways, etc), please escort your child onto the campus to their class or remain off campus. Then proceed to contact the school. We prefer that a student be returned to school at a later time of the day once you are clear as a parent that no emergency exists.
5. In the event of a lockdown, when safely possible to do so, staff will have locked all gates on campus per our emergency protocol. When possible, a sign will be posted on the front Gate indicating "Lockdown" mode.
6. During a "Lockdown" event (i.e. police activity in the area or suspicious person on campus), students will be secured in the closest classroom available with school staff. Students may not be with their specific teacher or have access to their emergency supplies. During a "Lockdown" students will remain in the room and will not be released to use the bathroom or for lunch. Classrooms have portable toilets and will rely on emergency supplies for food.
7. It is vital that all parents have turned in current emergency supplies in the classroom, especially food snacks and water in the event that students need items that cannot be accessed elsewhere.
8. Following a natural disaster or other emergency, when deemed appropriate by Torrance Police Department or Torrance Fire Department in coordination with school personnel, students will only be released to authorized adults listed on their child's green card with proper identification such as a driver's license or California identification. In a scenario such as this, students will be released at student release gates on campus. **Even if a parent is a frequent volunteer at school or someone we know well, school personnel cannot release a student to their parents or guardians without proof of identification.** In a real emergency, other individuals may be involved in the release of students and not familiar with parents.