



PARENT SCHOOL EMERGENCY GUIDE

Important Points to Remember

EACH SCHOOL HAS A SITE-SPECIFIC EMERGENCY OPERATION PLAN

Teachers, administrators, staff and students participate in multiple drills for evacuation, severe weather, and lockdown throughout the year. These drills train and reinforce the expected responses, and test the functionality of each school's Emergency Operation Plan.

Our Emergency Operation Plans are developed with guidance from the U.S. Department of Education, the Federal Emergency Management Administration, and by working closely with local public safety officials.

KEEP YOUR EMERGENCY CONTACT INFORMATION ACCURATE AND UP TO DATE

Be sure your emergency contact information is current. Please update this information promptly when there is a change. During an emergency, LPS will use the same systems that are used throughout the year to make parent notifications.

It is important to have several alternate adults authorized to pick up the student listed on the emergency card. Even in the event of an emergency, your student will NOT be released to anyone other than an authorized person on your student's emergency card. Consider adding a trusted neighbor or your student's friend's parents.

DO NOT CALL OR GO TO YOUR STUDENT'S SCHOOL UNLESS YOU HAVE BEEN INSTRUCTED TO DO SO

Please be patient and keep clear of the school until students are released or reunification procedures begin. It is natural for parents to want to be reunited with their student as soon as possible. However, the first priority of school and emergency staff will be to protect the students, secure the area, and tend to anyone who is injured. For a response to be successful, it is vital that parents not interfere or distract.

Please keep cars away from the school so emergency vehicles can have immediate and clear access to and from the school. Be aware of the reunification procedures.

MONITOR THE LOCAL NEWS, THE LPS WEBSITE, EMAIL AND YOUR TELEPHONE

Official, verified information will be released as soon as possible.

Emergency "alerts" and instructions will be posted to the front page of the District's website in the event of school emergency. Information and instructions will be released via local media outlets. During an emergency, LPS will use the same system that is used throughout the year to make parent notifications.

EVACUATION TO ALTERNATE SITES

In some emergencies, it may be necessary to move students and staff to an alternate site. Due to the unpredictable nature of any emergency, the location of this site may not be determined until that day. If this occurs, parents will be notified via multiple means. Please do not share the alternate site location on social media.

LPS will try to maintain students at the alternate site until their usual dismissal time, then bus them home along their regular routes, or return them to their approximate walking start point.

If the decision is made for an early dismissal, reunification procedures should be anticipated.

REUNITING WITH YOUR CHILD

Be sure to bring some form of picture identification to the reunification site. It will be necessary to identify who your student is being released to. The persons responsible for approving their release may not be familiar with you. This will assure that your student is only released to a person authorized on the emergency card.

When the situation is safe and allows, students will be released following the reunification procedures. This procedure ensures that your student is only released to an authorized person designated by the parent in an orderly manner.

SEVERE WEATHER

During periods of threatening weather, the district maintains close contact with the National Weather Service and local public safety. We want to make the safest possible arrangements for students and may delay the dismissal or transportation of students during exceptionally hazardous weather conditions.



The district's automated notification system will be used to notify parents about delayed dismissals, closings and other emergency conditions. Please monitor your phone and email for dismissal updates if there is impending severe weather.

Arriving at the school after the severe weather sirens have sounded and students have been sheltered requires our staff to leave their area of shelter. This may compromise the safety of students, staff, and yourself.

**This information is presented by the Livonia
Public Schools' Safety and
Communications departments.**

**Questions, comments, and concerns can be
directed to the Communications Office at 734-744-2522.**

STRANGER DANGER

What you can expect schools to do:

All visitors (including parents) on school campuses must report to the office to obtain the principal's permission to be there, to sign in and out and to display a visitor badge while on campus.

It is against the law for unauthorized persons to be on campus. Law enforcement will be contacted when needed.

Students are released only to authorized persons.

Field trip chaperones and volunteers will be screened with a background check through ICHAT.

Communicate alerts when they are received from local law enforcement.

What you can do as parents:

Make sure your children are taking the safest routes to school and friend's homes, ones that avoid danger spots like alleys, new construction, abandoned homes and wooded areas. Test walk the route together so they are familiar with it.

Tell your children to be aware of their surroundings and find a trusted adult if they do not feel safe.

Do not approach people they do not know, especially if that person is calling them over to a vehicle.

Establish a code word with your child. This will defeat the "stranger" that tries the "Your parents sent me to pick you up" ploy.

If they think they are being followed, tell them to go to the nearest store or public place. If there isn't a store or public area nearby, keep moving and don't be afraid to yell "Stranger!" or make other noise to draw attention to the situation.

Have them report anything suspicious to the police as quickly as possible and provide as much detail as they can.

In an analysis of attempted abductions, the National Center for Missing and Exploited Children found the five most common "tricks" used by individuals attempting to abduct a child include:

- Offering a child a ride.
- Offering the child candy or food.
- Asking the child questions.
- Offering the child money.
- Using an animal.

For information regarding registered sex offenders in your area, click [here](#).

AFTER A CRISIS

The following statement was made by a parent of a child in a school near the World Trade Center on September 11, 2001:

"Children's reactions are reflections of their parents. Too many parents expose children to their every emotion: fear, anxiety, anger, worry, etc. The fact is that children want their parents to be heroes. If parents can be strong, this will benefit the recovery."

Remain calm. It is important to remain calm in the aftermath of a crisis. Children are greatly influenced by their family's sense of well-being, and anything that families can do to reassure students will be helpful. At the same time, families need to be compassionate listeners when their children speak of the crisis.

Attend to children's reactions. Be alert to their emotional needs. Individuals recover from crises at their own pace. Many children will benefit from mental health services, regardless of whether they were directly or indirectly involved in the incident.

Return your child to normal routine as quickly as possible. Families should adhere to the schedule of the school, and if the school remains open immediately after the crisis, it is important to let children return. Adhering to a typical routine will help children in the recovery process.

Refer the media to the District Communications Office at 734-744-2533. The media will try to interview families and children during or after a crisis. Families can make a very positive contribution to the school community by referring the media to the District Communications Office.

Attend community meetings. Families will receive invaluable information and support by attending community or school meetings. Community meetings often provide information helpful to dispel rumors and establish mechanisms of communication with parents, the media and other affected parties.

OK2SAY Tip Line:

OK2SAY is a 24-hour program designed to empower Michigan students, parents, school personnel, community mental health service programs, and law enforcement to share and respond to student safety threats. To learn more about OK2Say, click [here](#).



Phone line: 1-855-565-2729

Text to: 652729

Email: ok2say@mi.gov

Mobile app available on iPhone or Android devices, or on the [OK2SAY web site](#).

Livonia Public Schools Anonymous Tip Line

It is preferred that the OK2Say tipline be used. Okay2Say is staffed 24 hours. The LPS Tip Line is only reviewed during business hours. The LPS Tip Line is 734-744-2545.