

# ALLEN PARK PUBLIC SCHOOLS

## Parent School Emergency Guide

### **Each School Has A Site-Specific Emergency Operation Plan**

Teachers, administrators, staff and students participate in multiple drills for evacuation, severe weather and lockdown through the year. These drills train and reinforce the expected responses, and test the functionality of each schools' Emergency Operation Plan. A District-wide Safety Team, which includes local public safety officials, meets on a regular basis to review school safety procedures.

### **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 through the Parent Connection portal or building secretary. During an emergency, APPS will use the same systems (automated calling, text messaging and email) 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 in the Parent Connection portal or emergency card. Even in the event of an emergency, your student will not be released to anyone other than an authorized person. Consider adding a trusted neighbor or your student's friend's parents.

### **In The Event Of An Emergency/Crisis, 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 united 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 APPS 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 also be released via local media outlets. During an emergency, APPS 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.

APPS 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 in Parent Connection or 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.

### **Stranger Danger**

*What you can expect schools to do:*

All visitors (including parents) on school grounds must report to the office to obtain permission to be there, to sign in and out and to display a visitor badge while on grounds. All entrances, with the exception of the main entrance, are locked after school begins.

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, keeping 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.

### **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 your children return. Adhering to a typical routine will help children in the recovery process.

Refer the media to the District Superintendent's Office at (313) 827-2150. The media will try to interview families and children during or after a crisis.

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:

- Phone line: 1-855-565-2729
- Text to: 652729
- Email: [ok2say@mi.gov](mailto:ok2say@mi.gov)