



Parent School Emergency Guide



In case of emergency, these are important points to remember.

EACH SCHOOL HAS A SITE SPECIFIC EMERGENCY OPERATIONS PLAN

Teachers, administrators, staff and students participate in multiple drills for evacuation, severe weather and active intruders throughout the year. These drills train and reinforce the expected responses and test the functionality of each school's Emergency Operations Plan. These plans are developed with guidance from the U.S. Department of Education, the Federal Emergency Management Administration, and by working with our local public safety leadership.

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, VBPS 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 your student listed on the emergency contact list.

In the event of a local or school emergency, your student WILL NOT be released to anyone other than an authorized person on your student's emergency contacts.

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 students 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 any injuries. For a response to be successful, it is vital that parents are patient and follow our protocols and direction. Please keep vehicles 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 VBPS 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 a school emergency. Information and instructions will be released via local media outlets. During an emergency, VBPS 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. VBPS 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.

IF INSTRUCTED-ONCE YOU ARRIVE AT REUNIFICATION LOCATION

1. Complete the information on part 1 of the reunification information card.
2. Prepare your identification. Our staff will need you to verify that you are the appropriate person authorized for pickup.
3. Pull up the curb and wait for a runner to approach your car.
4. Your identification will be examined and pick up authorized by a VBPS employee. This is the same procedure as any other day that you are checking your child out of school.
5. Once we have confirmed that you are authorized to pick up your child, we will find them and bring them to your car. Please keep in mind the person approving the reunification may

be a district employee from a different school. They may not be familiar with you or your child. This is why ID is so important.

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.

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.

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.

Back To School Safety

As summer break winds down and parents prepare to send their children back to school, it is a good time to engage in dialogue about safety at home. Have discussions about getting to and from school. Also, talk about playground safety for kids, practicing emergency responses and checking their backpacks to make sure they are not too heavy.

Transportation Safety Tips

Whether children walk, ride their bicycle or take the bus to school, it is extremely important that they take proper safety precautions. Here are some tips to make sure your child safely travels to school **Click on the links for more information:**

Walkers »

Review your family's walking safety rules and practice walking to school with your child.

- Walk on the sidewalk, if one is available; when on a street with no sidewalk, walk facing the traffic
- Before you cross the street, stop and look left, right and left again to see if cars are coming
- Make eye contact with drivers before crossing and always cross streets at crosswalks or intersections
- Stay alert and avoid [distracted walking](#)

Bike Riders »

Teach your child the rules of the road and practice riding the bike route to school with your child.

- Ride on the right side of the road, with traffic, and in a single file
- Come to a complete stop before crossing the street; walk bikes across the street
- Stay alert and avoid distracted riding
- Make sure your child always wears a [properly fitted helmet](#) and bright clothing

Bus Riders »

Teach your children school bus safety rules and practice with them.

- Go to the bus stop with your child to teach them the proper way to get on and off the bus
- Teach your children to stand 6 feet (or three giant steps) away from the curb
- If your child must cross the street in front of the bus, teach him or her to walk on the side of the road until they are 10 feet ahead of the bus; your child and the bus driver should always be able to see each other
- [Get the facts](#) on bus safety from Injury Facts

Driving Your Child to School »

[Stay alert](#) and avoid distracted driving.

- Obey school zone speed limits and follow your school's drop-off procedure
- Make eye contact with children who are crossing the street
- Never pass a bus loading or unloading children
- The area 10 feet around a school bus is the most dangerous for children; stop far enough

back to allow them to safely enter and exit the bus

Teen Drivers »

Car crashes are the No. 1 cause of death for teens. Fortunately, there is something we can do.

- Teens crash because they are inexperienced; practice with new drivers every week, before and after they get their license
- Set a good example; drive the way you want your teen to drive
- Sign the [New Driver Deal](#), an agreement that helps define expectations for parents and teens.

School Safety Tips

Many School-related injuries are completely preventable. Follow these steps to ensure your child's safety at school.

Backpacks »

Choose a backpack for your child carefully; it should have ergonomically designed features to enhance safety and comfort.

- Ask your children to use both straps when wearing their backpack to evenly distribute the weight on their shoulders
- Don't overstuff a backpack; it should weigh no more than 5% to 10% of your child's body weight

- Rolling backpacks should be used cautiously since they can create a trip hazard in crowded school hallways

Playgrounds and Sports »

- To reduce strangulation hazards on playgrounds, have your child leave necklaces and jackets with drawstrings at home
- A few bumps and bruises can be expected when your child plays sports, but [head injuries should never be ignored](#)