

## School Emergency Preparedness

### 1. What is emergency preparedness?

The Waterford School District has taken steps to ensure your child's safety while in school. Each school has a crisis management team in place and an emergency preparedness plan. The plan includes the steps staff will take in the event of an emergency, including a parent communication plan and evacuation plan.

### 2. How can I stay informed?

The Waterford School Districts broadcasts emergency messages, when necessary, using a number of media. General emergency messages, including school closings, can be found on the district website home page [www.waterford.k12.mi.us](http://www.waterford.k12.mi.us) and on cable Channel 22. Emergency messages are also transmitted to local media, including television and radio stations. Parents are encouraged to use these media sources for updates on emergency situations.

### 3. How will my child's school handle an emergency situation?

All Waterford School District facilities have an emergency preparedness plan. The specifics of each plan differ for each location. A response to a situation will differ based on the specifics of that situation. The flexibility of the plan is key to the success of the response. In general, each school has a crisis management team; develops evacuation, shelter-in-place, and lockdown procedures; maintains a portable critical response kit that contains key information and supplies; designates one or more appropriate evacuation sites; provides training to personnel and updating of the plan; maintains checklists for dealing with specific types of incidents; and provides resources for help before, during and after an event. All Waterford School District school plans have been reviewed and school crisis management teams have received training.

### 4. How can I see the security plan for my child's school?

The Waterford School District does not release this type of specific information, pursuant to the Freedom of Information Act. This law provides specific exclusions to the type of information that can be released and protects our students and staff.

### 5. What is lockdown?

An emergency may prevent the safe evacuation of a school building and require steps to isolate students and staff from danger by instituting a school lockdown. In an interior lockdown situation, all students are kept in classrooms or other designated locations that are away from the danger. Staff members are responsible for accounting for students and ensuring that no one leaves the safe area. School staff will also secure building entrances, ensuring that no unauthorized individuals enter the building. Exterior lockdown procedures may also be used to ensure the safety of students when an incident occurs in the community. Parents are permitted access to the building and to their children if it is safe for them to do so.

### 6. What will the Waterford School District do if an emergency situation occurs while students are in school?

The specific actions taken by the Waterford School District in any emergency situation, both districtwide and at individual schools, will depend on the specifics of the situation. Any action taken would depend on several factors, including the level of threat and the advice or directive of local, state, and federal agencies. The safety of students and staff members will be the primary concern in any decision.

### 7. What is shelter-in-place?

Shelter-in-place is a short-term measure (measured in minutes or hours, not days) designed to use a

facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. If an accident or attack that created contaminated air occurred in the school area, students would be brought indoors. Building personnel would close all windows and doors and shut down the heating, ventilation, and air conditioning system (HVAC). This would create a neutral pressure in the building, meaning the contaminated air would not be drawn into the building. No stockpiling of water and food is needed for shelter-in-place. Any event of a magnitude that required such stockpiling would require that the school community, as well as the community at large, would take direction from the federal emergency management officials. Parents should not be concerned that, during a shelter-in-place activity, they might be separated from their children for long periods of time. That will not happen because if the air outside the school is safe for parents to breathe, it will be safe for their children to breathe. School staff have developed a plan that uses the best possible method for ensuring the safety of students and staff members in this type of crisis. Waterford School District staff will keep children safe for parents until the parents can pick them up.

**8. What if a child is exposed to a biological or chemical contaminant?**

In the event of an exposure, and the child is showing obvious symptoms, trained staff members on hand would conduct basic decontamination per the emergency training directive.

**9. What is basic decontamination?**

In the event that a child shows symptoms of exposure, school staff members would conduct basic decontamination. The child would be separated from other children and directed to wash thoroughly with soap and water. If possible, school staff would make sure that the child showered and would provide alternative clothing. The exposed clothing would be put in plastic bags, and the bags would be sealed. Removing a contaminated person's clothing effectively removes in excess of 80 percent of contaminants from the person; the alternative would be to do nothing and thereby cause the person to suffer pain and possible serious injury.

**10. Will I be allowed to pick up my child?**

The Waterford School District does not intend to keep children from their parents if a crisis occurs during school hours or school activities. It is the school district's intent to make sure that children are safe inside their schools until such a time that the threat has been reduced. Parents will be informed where and how to reunite with their children as soon as it is safe to do so.

**11. Will I be given the evacuation and parent reunification locations ahead of time?**

The Waterford School District does not release this type of specific information, pursuant to the Freedom of Information Act. This law provides specific exclusions to the type of information that can be released. Also, during emergency situations, circumstances could arise that might force changes to previously designated locations. Parents will be informed of parent / student reunification center locations via the local media and through District resources.

**12. Are schools stockpiling food and water?**

The school district is taking action to make sure that schools and offices have the appropriate resources available for a short-term event. In the event of a large-scale catastrophic event, the Waterford School District would rely on federal and state authorities for assistance.

The Waterford School District shelter-in-place plan is to be used only in the event of a chemical, biohazard, or radiological event. In any one of these situations, which are usually localized (i.e., do not cover a wide area), persons typically need to remain indoors only a few hours before the hazard literally blows away. After the danger has passed, children and staff members will be free to go to their homes.

There may be other events that would cause people to be housed for longer periods of time in public buildings such as schools. In such an event, other community agencies, including the Red Cross, would

be responsible for providing food and water. In all critical events of this type, the school district becomes part of a larger emergency response team.

**13. What if my child is riding a school bus at the time of a crisis?**

The transportation service providers will be in contact with the Central Office for instructions in the event that a crisis occurs while students are in transport. Bus drivers will be informed to avoid driving toward the crisis location. Parents will be informed of the parent-student reunification center location via the Districts' emergency messaging system and local media.

**14. Can I pick up my child?**

Parents will be allowed to pick up their children unless public safety officials have declared a shelter-in-place response, or there is some other reason why access to the facility is restricted. During any emergency, school staff will maintain a safe and normal environment for children within the school. School will not automatically be canceled in emergency situations because the school may be the safest place for children to be.

**15. Who can pick up my children?**

Children **will not** be released to individuals who are not authorized to do so on the student's emergency card or who do not have written parent authorization. The emergency card will be completed by parents and guardians at the start of each school year. Parents and guardians are encouraged to update the emergency card as needed throughout the school year.

**16. What about my child's medication?**

If your child takes medication regularly, you the parent, should make sure that the school has an appropriate amount of additional medication on hand. Talk with your child's principal for more information.