



## EMERGENCY PLANNING A Guide for Parents

Livingston Parish Public Schools has been working to improve and strengthen the emergency management plans for all of our campuses.

### **What are Emergency Management Plans?**

There are four phases of emergency management: Prevention, Preparedness, Response and Recovery. All four of these phases are taken into consideration during planning and training.

### **What type of drills/training will students participate in?**

This year, as in the past, each school will perform monthly drills that include: fire, lockdown, shelter in place, severe weather and bus evacuation. During these drills the students should follow the direction of teachers and others in charge quickly, quietly and in an orderly manner.

### *Fire/Building Evacuation*

A fire, gas leak or other chemical/biological hazard inside the building requires building evacuation.

### *Lockdown*

The Principal or designee will determine whether a situation requires a lockdown procedure. Examples of when this would be used: Campus Threat by Person(s), Natural Disasters, severe weather, gas leak.

When a Lockdown is initiated; teachers and staff will gather students to the closest lockable area and lock all outer doors to that room and the lights will be turned off. Students will be instructed to stay quiet and are not allowed to leave the room until the Lockdown has been lifted. **Parents and Visitors are not allowed to enter a school while it is in lockdown.**

### *Shelter in Place*

This is used during a chemical or biological hazard outside the building occurs. The procedures are similar to a Lockdown, plus all

air conditioning units must be turned off.

### **If there is an evacuation, where will students go?**

Each school has identified numerous possible alternate locations. Law enforcement, fire and other parish authorities have been advised of these alternate locations, but for security reasons it would be counter-productive to advise of these locations until an actual emergency occurs. In the event that students must be moved to an alternate location, the school board will use the School Messenger System to notify all parents.

### **Should I pick up my child at school during an Emergency?**

We strongly encourage parents **NOT** to come to the school during an emergency unless directed to do so.

While every parent's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing

so may significantly alter the school's ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well being of students and staff. Vehicles driving to the school, for example, will restrict access of emergency vehicles or school buses that are loading children for evacuation or to take them home. The building's staff will be actively working at all times to ensure the safety of all students. While it may seem logical that every student taken home by a parent reduces the workload of the staff, in a fast-moving situation that requires careful coordination and communication, extra vehicles and visitors to the school actually make the task of keeping track of all students more difficult.

### **Where can I get information during an emergency?**

The school board will utilize our School Messenger System to notify parents of all updates available. We will also utilize the media to get information to our parents. Based on reports from emergency personnel, the danger or threat has

passed and the area is safe for children and parents, the school board will identify the location, time and checkout process for parents to pick up their children.

LPPS works in conjunction with LPSO, Livingston Office of Homeland Security and Municipalities during emergency situations. A **good source** of information from the school board can be found on the **Livingston Parish Sheriff's Office Facebook page**. LPPS supplies LPSO with updated information for them to post. **Do not go off of comments posted on Facebook pages. Only the information posted directly by LPSO is confirmed information**

### **What can I do to plan ahead?**

The two most important things you as a parent can do are to make certain your child's school has up-to-date emergency contact information, and to periodically review with your child alternative arrangements you have made in case an emergency prevents you from being at home.

Being prepared for emergencies is not only a requirement of the State, but is also taken

very seriously by the staff and administration of Livingston Parish Public Schools.

The purpose of this guide is to assist in answering some of the basic questions that parents frequently ask about during and after a crisis.

When disaster strikes, the first consideration for every LPPS staff member is the safety of the children in our care.

Questions about the information contained in this guide should be directed to your school's principal.

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