



## IMPORTANT INFORMATION

Please detach the cards below and keep with you at all times.

### PARENT/GUARDIAN EMERGENCY PROCEDURE CARD

**Carry this card at all times.**

Following a school emergency, parents/guardians are encouraged to monitor school information and communications:

- Tune in to your local TV/radio stations
- Seek information from your school district crisis communication notification system
- Visit your school district website for updates

**DO NOT call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.**

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## MONROE COUNTY SCHOOLS' SAFETY EFFORT

Each Monroe County school district is committed to providing a safe environment for students, staff, and visitors.

The districts listed below have worked together to strengthen and coordinate Emergency Response Plans. We work closely with national, state, and local safety officials such as police, fire, Emergency Management Division and public safety officials - to ensure our schools are well prepared in the event of an emergency.

Each school conducts drills throughout the school year to help students and staff prepare for possible emergencies.

This guide offers steps you can take if a crisis were to occur at your schools.

Visit your school district's website for additional information:

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**MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**  
[www.miscd.k12.mi.us](http://www.miscd.k12.mi.us)

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**AIRPORT COMMUNITY SCHOOLS**  
[www.airport.k12.mi.us](http://www.airport.k12.mi.us)

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**BEDFORD PUBLIC SCHOOLS**  
[www.bedford.k12.mi.us](http://www.bedford.k12.mi.us)

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**DUNDEE COMMUNITY SCHOOLS**  
[www.dundeecommunityschools.org](http://www.dundeecommunityschools.org)

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**IDA PUBLIC SCHOOLS**  
[www.idaschools.org](http://www.idaschools.org)

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**JEFFERSON SCHOOLS**  
[www.jefferson.k12.mi.us](http://www.jefferson.k12.mi.us)

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**MASON CONSOLIDATED SCHOOLS**  
[www.eriemason.k12.mi.us](http://www.eriemason.k12.mi.us)

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**MEADOW MONTESSORI**  
[www.meadowmontessori.org](http://www.meadowmontessori.org)

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**MONROE PUBLIC SCHOOLS**  
[www.monroe.k12.mi.us](http://www.monroe.k12.mi.us)

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**ST. CHARLES SCHOOL**  
[www.stcharlesnewport.catholicweb.com](http://www.stcharlesnewport.catholicweb.com)

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**SUMMERFIELD SCHOOLS**  
[www.summerfield.k12.mi.us](http://www.summerfield.k12.mi.us)

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**WHITEFORD AGRICULTURAL SCHOOLS**  
[www.whiteford.k12.mi.us](http://www.whiteford.k12.mi.us)

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The Monroe County Intermediate School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status or familial status in its programs, activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Elizabeth J. Taylor, Assistant Superintendent for Human Resources and Legal Counsel, 1101 S. Raisinville Road, Monroe Michigan 48161, x 1200.

## MONROE COUNTY SCHOOL EMERGENCY INFORMATION GUIDE

*for Parents and Guardians*



# HOW CAN YOU HELP

## BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact information is accurate and current.
- Remove the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with your schools' emergency communication procedures. Each school district is committed to providing accurate and timely information in the event of an emergency.
- Your district uses the Honeywell Electronic Alert System to notify parents of inclement weather and emergencies.
- Check to be sure your information is correct in Honeywell at <http://instantalert.honeywell.com>.

## IN CASE OF A SCHOOL EMERGENCY

Although your first reaction would be to call or rush to your child's school, please follow the tips listed below.

- **DO NOT** call or rush to your child's school. Phone lines and staff are needed for emergency response efforts.
- **DO NOT** phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- Tune in to local TV/radio stations for official school news alerts.
- Rely only on official communication from school or public safety officials.
- Listen for official information regarding reunification with your child.



# SAFETY TERMS & PROCEDURES

In the event of an emergency at your child's school, it is important to know these terms.

**LOCKDOWN** - A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked and students are confined to classrooms. **No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will NOT be released during a lockdown.**

**SHELTER IN PLACE** - Students take refuge in designated areas to protect them from hazardous materials or severe weather. **No entry into or exit from the school will be allowed until an "all-clear" announcement is made. Students will NOT be released during a lockdown.**

**EVACUATION** - In the event of certain building emergencies, students will be relocated to an evacuation assembly area. **Students will be released ONLY to parents/guardians with picture ID permission from a district official. This procedure is necessary to account for the whereabouts of all students.**

**REVERSE EVACUATION** - Students are evacuated from the outside of a building to the interior in the event of an outside threat. **No entry into or exit from the school will be allowed until an "all-clear" announcement is made.**

## HOW CAN I BE REUNITED WITH MY CHILD?

**REUNIFICATION** - Parents/Guardians will be directed by school or public safety officials via TV/Radio to their child's specific location. **Students will be released ONLY to parents/guardians who are documented as emergency contacts and who present a picture ID such as a driver's license, military ID or passport.**

*The reunification process can be time-consuming so parents are urged to be patient.*

# FOLLOWING AN EMERGENCY:

- Listen to and acknowledge your child's concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.

# IMPORTANT INFORMATION

Please detach the cards below and keep with you at all times.

## EMERGENCY NUMBERS AND NOTES:

*Carry this card at all times.*

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