

LANSING CENTRAL SCHOOL EMERGENCY CLOSING PROCEDURE

1. Parents will complete the emergency closing information sheet, giving the name, address, and telephone number of the place the child should be sent in case of an emergency closing.

- a) Parents should choose a location where an adult is present all day.
- b) Parents should verify that the adult is willing to take their child in the case of an emergency school closing.
- c) Parents should have the telephone number of this destination with them at all times, since it will be up to the individual parents (not the school) to contact that person with any changes.
- d) Parents will discuss with their child where the child is going in an emergency, and why. This is especially important if the destination is not a relative or usual day care provider.
- e) Parents will discuss with their child that an emergency closing is a serious situation but they should not be afraid. "Talk" the child through the procedure as you do in a home fire drill.
- f) In keeping with the seriousness of the situation, parents should explain to their child that an emergency closing is not the time to visit with friends.
- g) The destination listed on the emergency closing form must be a bus destination. We are not able to have children picked up by parents, since we will have to evacuate the building quickly during an emergency.
- h) The After School Program will not be open during an emergency closing.

2. School personnel ***will not call*** parents and Day Care Providers on an emergency closing day.

- a) Changes to emergency plans / phone calls from parents ***will not*** be taken after an emergency closing is announced. Parents will need to contact the person designated on the emergency closing form to arrange any changes.
- b) Changes to emergency plans must be sent to the school in writing as soon as possible, otherwise your child will be sent to the destination listed on your original form.
- c) During inclement weather, parents should periodically tune in to radio and television stations that carry emergency school closings.

3. ***All forms are due on Friday of the first week of school.*** After this deadline, school personnel will check for missing forms and contact you for information.

- a) The school will compile emergency closing bus lists for each classroom. Teachers and school personnel will use those lists to place students on busses on emergency closing days.
- b) Each year the school will conduct emergency release drills (similar to fire drills) to ensure that we are able to vacate the building in a timely manner.
- c) No child will be left at any unsupervised location on an emergency closing day. If the destination you listed on the emergency closing form appears unattended, your child will be returned to school. Children will be supervised in the cafeteria until parents or emergency designees are contacted. Since an emergency situation has been declared, it is expected that parents will pick up their children immediately. Parents will be charged for child care consistent with After School Program late fee charges, payable upon pick up of the child, for children who are left in the cafeteria for more than one hour after busses return. In the event that Lansing has been declared an emergency shelter, elementary school children will be housed at the high school.