

## Be Prepared

Check with your child's school to make sure we have the most current phone number and email to reach you.

Below is a wallet-sized parent emergency contact card for your convenience. Add important numbers and notes that apply to your school. Visit [www.lcsedu.net/prepare](http://www.lcsedu.net/prepare) to print additional cards.

Lynchburg City Schools

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Emergency Numbers and Notes

Up-to-date information will be shared via:

[www.lcsedu.net/prepare](http://www.lcsedu.net/prepare)  
[www.facebook.com/LynchburgCitySchools/](http://www.facebook.com/LynchburgCitySchools/)  
<https://twitter.com/lcspio>  
Infinite Campus Messenger phone/email/text  
Comcast Cable Channel 17  
Superintendent's office: (434) 515-5070

# Parents & School Emergencies



## CRISIS PREPAREDNESS

Lynchburg City Schools • [www.lcsedu.net/prepare](http://www.lcsedu.net/prepare)

# What is an emergency?

An unexpected incident could impact safety—this includes anything from a disruption in utilities to potential violent activity. It could affect one child, one school, or the entire school division.

## How do schools respond to an emergency?

The first priority is to ensure the safety of the students and staff. School officials and emergency responders, if necessary, will evaluate the seriousness of each situation and determine the best action to respond quickly, safely, and appropriately.

## What will schools do during an emergency?

Schools and the division will take action that is appropriate to the situation. We will make every attempt to ensure that instruction is interrupted as little as possible, even if it becomes necessary to lock down the school. However, we take every potential threat seriously. Depending on the severity of the emergency, additional measures may be taken, including sheltering in place, evacuating the building, or closing school early.

School emergency plans vary from location to location to account for school size, building layout, and other relevant factors.

Communications plans are in place to keep parents informed. Once evacuation or lockdown procedures are in place, administrators will make every effort to inform families of the situation. Students, especially older ones, may have phones and share information before school leaders are able to, so please communicate with your child the importance of listening to their teacher. Also, please understand this is a lengthy process. We need to ensure our communication is accurate and our procedures are followed precisely. This is for your child's safety.

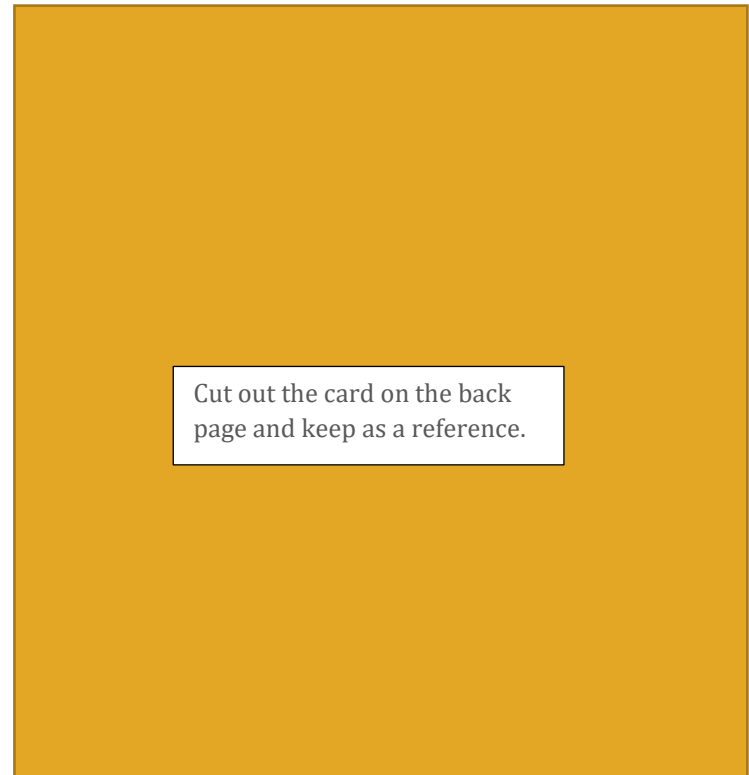
Notes:

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# Are you prepared?

## What can you do now to be better prepared to react to a school emergency?

Parents do have a very important role in preparing for emergencies. You keep the school informed about how to contact you in emergencies. You let us know your child's needs. You help us by keeping your child prepared for emergencies as well.

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*Does your child's school have your most current contact information?*

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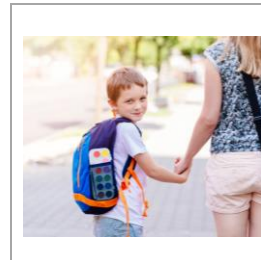
### Parent checklist

- Have your phone numbers, email addresses, or physical address changed? If so, make sure the school has the new information.
- Is your emergency contact information current for all your children? Identify who is authorized to pick up your child, and make sure their contact information is also accurate.
- Make sure your child knows your name, address, and phone numbers. If there is only one parent or guardian, make sure your child has contact information for a second responsible adult.
- Let your child know it's important not to use their cell phone without teacher permission during an emergency. This could impact safety and also cause incorrect information to be given.

Turn to the back page of this booklet to complete and cut out an emergency information card. Keep this card handy.

# Helping you understand School Safety Plans

## What does this document explain?



Safety and Security are top priorities for Lynchburg City Schools. This document will explain some of the procedures that are in place to prepare for an emergency. It also will help parents and guardians prepare themselves and their children in the event an emergency occurs at school.

## Who deals with emergency planning?



School administrators work very closely with the Lynchburg police, fire, emergency services, and health departments to develop our safety and security plans and procedures. Key personnel receive training, and we are prepared to work effectively with emergency responders if necessary.

## What plans are in place to deal with a crisis?



LCS, in accordance with law, conducts fire, tornado, and lockdown drills multiple times a year, including within the first 20 days of school. Written school crisis plans to prevent and respond to emergencies are developed and approved by the school board.

# Emergency procedures

## Fire/evacuation other than bomb threat

In the event of a fire, teachers will evacuate students to a specified location familiar to students, faculty, and staff. Teachers will take roll to ensure all students are present and accounted for. An administrator calls 911 and the Lynchburg Fire Department comes to the scene. The fire department determines the severity of the fire and/or smoke and notifies administration when it is safe for students to return to the building. In the event that weather is not appropriate for students and staff during an extended period of time, buses will be sent to the location for students to board until it is safe to return to the building.

## Bomb threat

Students and staff follow the same procedures above, with the exception of the evacuation site. In the event that there is a bomb threat, students evacuate to a secure, undisclosed site.

## Lockdown

School administrators will put a lockdown in place once a potential threat to the building is known. A lockdown can be only exterior lockdown, which means no one enters or leaves the building, but activity within the building resumes as usual. This would occur when the potential threat is determined to be in the area but not within the school. A lockdown may also occur inside the building, meaning students and staff follow practiced procedures to shelter in place to avoid a potential threat. For safety reasons, these procedures are not made public. Students are asked not to use their phones to communicate on social media or with friends or family during a lockdown without permission from their teacher.

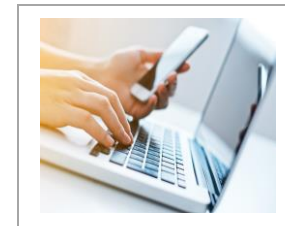
# What should parents do during an emergency?

## Stay off campus



We know how difficult this is. But during an emergency, we are focused on safety, security and procedures. Parents coming onto campus could cause confusion and danger to themselves or the school. There also may be times when students are sent to another site to be picked up.

## Stay informed



Look for phone, email, and text updates. Information will be shared as soon as possible either directly by phone or email, or by posting information on the LCS web, Facebook, or Twitter sites.

## Be Prepared



Have your ID ready in the event you need to pick up your child. Make sure now that the school has your correct contact information and at least two emergency contacts besides yourself.