

Martinsville City Public Schools (MCPS)

MCPS strives to be a leader in school emergency preparedness. Our number one goal is to keep our students and employees safe during any emergencies that may occur on or near any of our school grounds.

MCPS Emergency Response Guidelines conform to the guidelines of the Virginia Department of Education and the legal requirements from the Code of Virginia. MCPS also relies on the Federal safety guidelines contained in the National Incident Management System (NIMS) as a guide. An important component of these guidelines is the use of plain, easily understood language to communicate during an emergency.



EMERGENCY PREPAREDNESS

Information for Students, Parents, and Guardians



Department of School Safety and Security
“Creating a Safe and Orderly Environment for Students to Learn”

201 Brown St. Martinsville, Virginia
276-403-5896

Martinsville City Public Schools
Martinsville, Virginia

MCPS Readiness for Emergencies

LOCKDOWN • EVACUATE • SHELTER-IN-PLACE

Lockdown — Evacuate — Shelter in Place

- **Lockdown** is an emergency alert and response to imminent danger in the school or on campus. Students, staff, and visitors report to the nearest securable location under adult supervision. An administrator ensures that 911 is called to request immediate assistance. Students, staff, and visitors remain secured until police have controlled the situation.
- **Evacuate** is an emergency alert and response called by an administrator when it is too dangerous to remain in the building and or on school grounds. During a fire evacuation, student, staff, and visitors must leave by the nearest exit and go to a location at least 50 feet away from the building. In other than a fire emergency, an administrator may call a directed evacuation which requires students, staff, and visitors to move to a location that is at least 300 feet away from the building.
- **Shelter-In-Place** is an emergency alert and response called by an administrator when it is too dangerous to leave the school. There are three types of shelter alerts:

***Lockout** is used if there are public safety actions occurring in the community near the school. Exterior doors are secured, and classroom instruction continues. Public safety officials will notify the school when the situation is under control.

***Severe Weather Shelter** is used when a severe weather warning has been issued by the National Weather Service. Examples include, but not limited to, tornado warning, severe thunder storm warning, and high wind warnings. All students, staff, and visitors are brought into the school's main building. Everyone in the building reports to the designated weather-safe areas. Staff monitors the weather reports.

***Outside Hazardous Materials Release** requires students, staff, and visitors to be brought into the main building. Exterior doors and windows are secured and ventilation systems are shut down. Public safety officials will notify the school when the situation is under control.

Parent/Child Reunification Guidelines

The MCPS Parent/Child Reunification Guidelines are important information that parents and guardians need to know before there is an emergency at your child's school.

A school may experience an emergency that requires that students be dismissed from school other than the usual time or location. In these rare instances, MCPS will use a procedure known as the Parent/Child Reunification Plan. This plan is designed to be safe and orderly procedure used to reunite students and parents in the event of an emergency. Depending on the situation, the reunification plan could be implemented at your child's school or at an off-site location if the school building is unsafe. For safety reasons the MCPS does not share off-site reunification locations until the necessary time.

When a parent/child reunification is necessary, MCPS will use several means of communicating the necessary information to parents and guardians by using, but not limited to, ALERT-NOW® phone calls, press releases, Twitter accounts, and the MCPS website. During an emergency, the child's parent may not be available to pick up the child; therefore it is prudent for parents and guardians to obtain from their school an Authorization for Release form. The parent or guardian can complete this form, in advance of an emergency, in order to authorize a family member, friend, neighbor, etc., to pick up the child in case the parent or guardian is not available to do so. Be sure to notify whom-ever you have authorized to pick up your child.

In addition, parents, guardians, and authorized individuals can help facilitate a safe and orderly parent/child reunification by adhering to the following procedures:

Come to school only after MCPS has notified you that the school is ready to begin the parent/child reunification process. Anyone who comes before is only hindering our ability to keep all students safe and possibly impeding public safety officials in the performance of their duties.

Bring personal identification to assist school staff who will be identifying people that have been approved to pick up students. Custody issues remain in effect as do laws pertaining to sex offenders on school property.

Park only in approved areas — do not park in bus areas; do not block entrances or exits.

Follow instructions from school staff members as you enter and leave the building.

Safety and security is an MCPS priority. Your child's school always will take precautions to prevent an emergency; however, if an emergency does occur, MCPS staff members will protect and shelter your children to the best of their ability until they are reunited with you.



Don't forget SafeShare!!

Know Something? Report Something!!!!

School safety is everyone's responsibility.