

CHRISTIAN COUNTY
PUBLIC SCHOOLS



*Creating an educational culture of continuous growth
through shared partnerships and responsibilities.*

Parent/Guardian Emergency Guide



Christian County Public Schools
*Our Mission: Creating An Educational Culture
of Continuous Growth Through Shared
Partnership and Responsibilities.*

Emergency/Disaster Planning

In the event of an emergency or disaster situation, Christian County Public Schools has two goals:

- 1) To keep our students and staff safe;
- 2) To keep parents and the community informed with accurate information.

Christian County Public Schools has developed an emergency response plan in conjunction with our local police, fire, medical emergency services and other responding agencies. This brochure includes information parents will need to know and follow in the event of an emergency at your child's school or in our community.

Preparing for an Emergency

The best preparation for any emergency is ensuring the school your child attends has the most up-to-date contact information for your household. The Infinite Campus Messenger (automatic call-out service) will be used during an emergency. Your child's school staff will enter your contact information into Infinite Campus (IC) when your child enrolls in school. Parents/Guardians will be able to access and edit their information online through the IC Parent Portal. The Parent Portal is located on the Christian County Public Schools website:

christian.kyschools.us

Choose the main menu icon "Parents", then the submenu "Infinite Campus Parent Portal". If you do not have access to the internet, please update your contact information at your child's school.

In the Event of an Emergency

When an emergency occurs that affects the school, parents can obtain important information in the following ways:

- Infinite Campus Messenger will contact you
 - Tune in to local radio stations (WHOP, WHVO, WKDZ).
- These resources will give up-to-date information in the event of an emergency.

Please do not go to the school. Student and staff safety is a priority for police and first responders. When authorities have cleared the school, parents will be notified of reunification plans.

Shelter-in-Place/Lock-out

During a Shelter-in-Place/Lock-out, students may be taken to an inner hallway or a room with few or no windows and will remain there until it is safe to release students. Shelter-in-Place/Lock-out will be used:

- if there is a threat of tornado or high winds

- if a hazardous material is released into the air, or
- if emergency agencies determine that evacuations or early dismissal could potentially place students in danger.

During Shelter-in-Place/Lock-out, students will not be released until it is deemed safe.

High Alert

High Alert means school administrators have been notified of something that has happened in the community which could possibly spill over into the schools causing an actual lock-down. In the event of High Alert, instruction will continue as usual, but students are to remain in the classroom (no outside recess.) If a High Alert occurs during lunch, staff will walk students to the cafeteria to get their tray and return with them to the classroom. Schools will remain on High Alert until law enforcement has notified the school that the possible danger has passed.

Lockdown

A Lockdown takes place if a threat or possible threat is identified inside or outside of the school. During a Lockdown, all exterior and interior doors will be locked and students will be confined to designated safe areas. **No entry or exit of the school will be allowed.** Any staff member may initiate a Lockdown if they feel there is an emergency situation. This can be done by verbal communication throughout the building. If you are notified of a Lockdown at school, ***please do not go to the school.*** Stay in a location where you can get further information. Students will not be released until the lockdown has been lifted.

Reunification

Reunification (reuniting parents and guardians with their children) is used when students have been removed from the school facility to an alternate location or when an emergency has occurred that affects the area around the school.

Remember, a student can only be released to an adult who is listed as an emergency contact on school records. Please be sure to keep your contact information up-to-date. Anyone attempting to pick up a student must show proper photo identification (driver's license, state ID card, military ID card, or passport).

Evacuation

During an Evacuation, students will be sent outside or transported to an alternate site to prevent harm or injury due to an emergency inside the school or community. Sites have been predetermined and specific information will be released as it is known.

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Reverse Evacuation

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures in order to ensure the safety of students and staff who are outside the building.

Hazardous Weather Evacuation Plan

The Christian County Public Schools Superintendent, Chief Operations Officer, and Transportation Director monitor the National Oceanic and Atmospheric Administration (NOAA) website and are in direct communication with the Emergency Communications Center (ECC) in Christian County. The district also has a two-way radio communication system that links the transportation garage, buses, school buildings, and the superintendent's office.

Should an evacuation be required, all teachers and support staff (unless otherwise directed by the principal or district official) will accompany the students to the "host" school or safe site and remain with their students until relieved of responsibility by the school principal or other district official.

Visitors in the building have the option to leave the school campus after all students and staff have been evacuated or to ride the buses to the host school or safe site.

Students who are off campus during the school day will be routed to the nearest safe facility.

Students and staff who are on field trips will be advised, pending the situation, of which route to take to remain safe.

Student and staff safety is the focus during an evacuation.

Students will remain the responsibility of a professional staff member until released to the parent or other authorized person on the student's emergency card.