

Franklin Elementary School Safety/Emergency Plan



**211 S. Main St.
Franklin, KY 42134
(270) 586-3241 (Phone)
(270) 586-2042 (Fax)**

Principal/Incident Commander/Safety Officer: Mrs. J'Nora Anderson

Assistant Principal: Mr. Chris Pyles

Counselor: Ms. Chesley Craine

School Nurse: Mrs. Kristen Koonce

First Responders: School Resource Officer

School Social Worker: Melita Joiner

Preschool Coordinator: Holly Simmons

Family Resource Center Coordinator: Lucy Eversman

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EMERGENCY CONTACT PHONE LIST

NAME	POSITION/AGENCY	CELL #	WORK #
J'Nora Anderson	FES Principal	(270) 223-8515	
Chris Pyles	FES Assistant Principal	(740) 352-6719	
Chesley Craine	FES Guidance Counselor	(270) 670-4746	
Holly Simmons	FES Preschool Coordinator	(270) 535-8457	
Melita Joiner	FES School Social Worker	(270) 776-6133	
Brian Gann	FES Resource Officer	(270) 535-6969	
Kristen Koonce	FES Nurse	(615)715-4112	
Lucy Eversman	FES FRYSC	(502)229-2788	
District Level			
Tim Schlosser	SCS Superintendent	(270) 776-1530	(270) 586-8877
Chad Drake	SCS Maintenance Director	(615) 389-8733	
Craig Delk	SCS Director of Transportation	(270) 202-9761	(270) 586-3757
Law Enforcement	Simpson County Sheriff's Department		(270) 586-7425
Emergency	Franklin Police Department		(270) 586-7167
	Kentucky State Police		(270) 782-2010
	Simpson County Fire Department		(270) 586-7174
	Simpson County Emergency Management		(270) 586-1800
	Franklin-Simpson Dispatch		(270) 586-8824
Utilities	Atmos Energy		1-888-954-4321
	Electric Plant Board		(270) 842-6541
	City of Franklin Water		(270) 842-0052
Hospital	Medical Center Franklin Hospital		(270) 598-4800
Miscellaneous	Federal Aviation Administration		1-866-TELL-FAA
	ATF		1-800-800-3855
	CSX		1-800-232-0144
	Kentucky Regional Poison Center		1-800-222-1222

FES Emergency Situation Notification List and Procedures

Event description: _____ **Date:** _____

Check box next to those which are contacted:

- ☐ Administration:
 - ☐ Principal
 - ☐ Assistant Principal
 - ☐ Counselor
- ☐ EMS (911)
- ☐ Central Office / Superintendent
- ☐ School Resource Officer
- ☐ Kristen Koonce, School Nurse
- ☐ All staff (inform via email or other means if necessary)
- ☐ Parent/guardian(s) of student(s) involved
- ☐ Custodians
- ☐ Cafeteria Staff (to secure their area and make aware, if necessary)
- ☐ Maintenance (if necessary)
- ☐ Transportation office (if necessary)
- ☐ Off-campus sites
- ☐ Announcements to students
- ☐ Meet with staff after school

CONSIDER:

- Will parents need to be notified? If so, determine which means will be used:
 - ☐ Email
 - ☐ Facebook/Twitter
 - ☐ Thrillshare
 - ☐ Letter to be taken home by students
 - ☐ Use district emergency templates

Will parents begin arriving if word has gotten out? Consider crowd control, check out procedures (contact central office regarding allowing persons not on contact list to check students out).

Determine what can/cannot be said by secretaries to parents and others who call.

Remind staff of confidentiality and tell them what is permissible to discuss.

Follow-up with parent/guardian regarding student if necessary.

What is the Standard Response Protocol?

The Standard Response Protocol (SRP) is a uniform, planned, and practiced response to any incident and is the foundation of a safe school. The SRP is action-based, flexible, and easy to learn. It rationally organizes tactics for response to weather events, fires, accidents, intruders and other threats to personal safety. By standardizing the vocabulary, all stakeholders can understand the response and status of the event.

For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simpler process to train and drill. This protocol enables rapid response determination when an unforeseen event occurs.

The SRP is based on the response to any given situation, not on individual scenarios. (Individual scenarios will be outlined in this document.) The SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.



Hold is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard people within the building.



Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the Hazard and Safety Strategy for group and self protection.

The Standard Response Protocol will be incorporated into our safety plan and these logos will help remind us of which of the five responses are appropriate.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Medical Emergency at School

Staff actions:

- Report accident to principal, office, school nurse; call 911 if warranted
 - Faculty/Staff Call Front Office
 - Custodians contact Front Office via walkies
- Provide immediate medical attention (first aid) including performing necessary life-sustaining measures (CPR, AED, etc.), until trained emergency medical services arrives
- For relatively minor events, have students taken to office or school clinic for assistance

Principal or Designee actions:

- Provide appropriate medical attention, call 911 if needed
- Complete appropriate documentation
 - Incident must be reported by faculty/staff that viewed the incident
- Contact parents, guardians as appropriate to seek appropriate follow-up services if needed
- Document actions and complete incident reports
- If the student is transported to the local hospital a staff member should meet the family at the hospital.

Office Staff:

- Contact first responders, school nurse, and custodial staff
- Contact the parents or guardians of the injured student
- Notify central office

Cardiac Response Protocol

PUBLIC ADDRESS: “Hold. Stay in your current location. Hold. Stay in your current location.”

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

STAFF ACTIONS:

- 1. Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:**

The person is not moving, or is unresponsive, or appears to be unconscious.

The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).

The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).

Note: If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

2. Facilitate immediate access to professional medical help:

Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.

Immediately contact the members of the Cardiac Emergency Response Team (CERT).

- Give the exact location of the emergency. ("Mr. /Ms. __ Classroom, Room # __, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.

If you are a CERT member, proceed immediately to the scene of the cardiac emergency.

- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.
- Acquire AED supplies such as latex-free gloves, razor, scissors, towel, antiseptic wipes, a barrier mask and consider an extra set of AED pads.

3. Start CPR

Begin continuous chest compressions and have someone retrieve the AED.

- Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
- Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old).
- Follow the 9-1-1 dispatcher's instructions, if provided.

4. Use the nearest AED:

When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.

- *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

5. Transition care to EMS:

Transition care to EMS upon arrival so that they can provide advanced life support.

ACTION TO BE TAKEN BY OFFICE / ADMINISTRATIVE STAFF:

Confirm the exact location and the condition of the patient.
Activate the Cardiac Emergency Response Team and give the exact location if not already done.
Confirm that the Cardiac Emergency Response Team has responded.
Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
Assign a staff member to direct EMS to the scene.
Perform "Crowd Control" – directing others away from the scene.
Notify other staff: school nurse, athletic trainer, athletic director, safety director, safety manager, and or sports facilities manager, etc.
Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
Consider delaying dismissal, recess, or other changes to facilitate CPR and EMS functions.
Designate people to cover the duties of the CPR responders.
Copy the patient's emergency information for EMS.
Notify the patient's emergency contact (parent/guardian, spouse, etc.).
Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule.
Contact school district administration, human resources and/or sports facility management.

Building Location Information

Name & Address: Franklin Elementary School
211 S. Main Street Franklin, KY 42134

Emergency Phone Number: 270-586-3241

Cross Streets: Breckenridge Street Franklin, KY 42134
Little Cat Lane Franklin, KY 42134

AED Location: Gym

BOMB THREAT (HOLD/EVACUATE)

PUBLIC ADDRESS: "TEACHERS, PLEASE CHECK YOUR EMAIL AT THIS TIME."

Email Subject: BOMB THREAT

Email Message: THIS IS A DRILL or THIS IS NOT A DRILL

STAFF PROCEDURES:

1. REMAIN CALM
2. STAFF AND STUDENTS DO NOT USE CELL PHONES OR RADIOS DURING A BOMB THREAT. DO NOT TURN ANY LIGHTS ON OR OFF.
3. Continue instruction while you discreetly scan your classroom for anything out of the ordinary.
4. **If anything suspicious is found**, notify the office **IMMEDIATELY** via **EMAIL (computer) or in person if you have help. DO NOT TOUCH IT!**
5. Have a copy of your **class roster** ready to take with you if Public Address is given to evacuate.
6. Evacuate **ONLY** if a member of the response team asks you to do so. If evacuated:
 - a. Move quickly. Take your roster.
 - b. Students **SHOULD** take the belongings they have with them in the classroom (not the locker).
 - c. Exit as you would for a fire drill.
 - d. Immediate evacuation is well past the typical fire drill stopping points (BGC parking lot)(Kindergarten exits Gate B—Preschool exits Gate A). School administration may determine that long-term evacuation at the BGC is necessary. **Assume "immediate evacuation" unless told otherwise.**
 - e. Await further instructions from school administration.

You are the most qualified person to identify something out of the ordinary in your room.

SEARCH IT!!

If you see something, don't touch it! EMAIL THE OFFICE or notify without using a telephone (ASAP).

If you evacuate, take your roster with you & take attendance when you arrive at the destination.

Always follow instructions from school administration. Every situation is different based on the information received.

IF YOU RECEIVE THE CALL OVER THE PHONE:

- Prolong the conversation as much as possible. AVOID HANGING UP THE PHONE (Use another school phone & notify the office for tracing).
- Alert school administration or anyone in the office (without hanging up).
- GATHER AS MUCH INFO AS POSSIBLE: Identify background noises & voice characteristics. Engage the caller to give a description of the bomb, where it is, and when it is due to explode. Determine the caller's knowledge of the facility. Keep the office informed of all information that you gather.
- *Await further direction from the school administration / office*

BOMB THREAT - RESPONSE TEAM

RESPONSE TEAM: Principal, Assistant Principal, Custodians, Maintenance (if available), SRO

**DO NOT USE CELL PHONES OR RADIOS DURING A BOMB THREAT.
DO NOT TURN ANY LIGHTS ON OR OFF DURING A BOMB CRISIS SITUATION. LEAVE THEM AS THEY ARE.**

- The “**command center**” is the principal’s office.
- The secretaries will remain in the office area. They will be responsible for outside communication. They will also secure any students that may be in the office.
- A threat or drill will be responded to in four phases:
 - Phase I = Announcement: “*Teachers, please check your email at this time.*” An administrator will send the email.
 - Phase II = Team will evaluate situation, possibly scan the building, and will search possible evacuation destinations to ensure they are safe.
 - Phase III = Possible evacuation from the building.
 - Phase IV = Post evacuation search, followed by re-entry or dismissal.

Procedures:

1. Upon hearing the announcement, “**TEACHERS, PLEASE CHECK YOUR EMAIL AT THIS TIME,**” the response team reports directly to the command center.
2. Contact emergency officials and Central Office.
Simpson County Sheriff = 270-586-7425 **FSHS**= 270-586-3273
Central Office = 270-586-8877 **FSMS** = 270-467-7510
3. If a threatening **call** was made, tracing and documentation should occur:
If a threat was made on **paper**, handle the paper as little as possible.
If on **wall**, take a photo.
If a device is found, notify school administration / office and evacuation (Phase III) will begin ASAP.
4. Search materials will be distributed in the command center (search maps, tape, flashlights, mirrors). Teams will form for search:

* Secretary = **Office area**

* Maintenance, Custodians = **Mechanical rooms**

* AP = **Runner to Boys and Girls Club**

* Principal and Counselor = **Classrooms, Hallways, Gym Restroom**

* Cafeteria manager & staff = **Kitchen & serving areas, then assist in cafeteria**

* Librarian/CIA = **Library,**
(Also gather 2 Tablets or Chromebooks for potential evacuation access to I.C.)

5. The Phase II search will begin. The response team will search their assigned area for anything suspicious and to determine if evacuation locations are clear. Additional search areas:
Principal (or designee) or SRO will search front parking area;
Principal will search bus loop
Guidance will search both playgrounds
6. Upon completing the Phase II search, the Response Team will meet back at the command center. When all team members have returned, Phase III will be considered. If necessary:

Administration will determine where evacuation needs to go (immediate, or long-term); The “**Evacuate the Building**” command will be given. The team will monitor evacuation just like a fire drill. The team will also constantly analyze if evacuation to off-site location will be necessary (stay in contact with the Transportation Department).

Teachers should take roster.

Students should take all belongings they have *with them*.

Preschool hallway will exit through **Gate A**

Kindergarten hallways will exit through **Gate B** unless their evacuation route takes them into the **teacher parking lot**. If the evacuation route takes class into the teacher parking lot, proceed to **Little Cat Way** immediately.

If parent pick-up is necessary:

Office staff will begin to gather medicines, emergency cards, and check-in/check-out sheet.

STC will take laptops outside of the building to the front parking area.

Custodians/Maintenance will take 4 tables and 8 chairs outside.

Secretary/Treasurer will see that the emergency go-box is taken out (located in side office).

Includes emergency paperwork.

Once all students are clear, Phase IV will begin and the team will search each room. When a room has been successfully searched, a post-it note or masking tape will be used to identify that the room has been fully searched. The cafeteria staff will search the cafeteria/kitchen and evacuate (if necessary).

Start at the middle of the room

Stand still, listen and smell for anything out of the ordinary

Begin scanning:

- **Floor to waist**
- **Waist to head**
- **Head to ceiling**

After a room is searched, place masking tape over the door jamb as you exit

Check your map to be sure all rooms have been searched

7. After conducting the Phase IV search, the Response Team will reassemble in the command center and ensure all areas were adequately searched.

The team will then decide whether or not to bring the students back into the building.

Chemical Material Spill

Chemical accidents may originate inside or outside the building. Examples include: toxic leaks or spills caused by tank, truck, or railroad accident; water treatment/waste treatment plants; industry or laboratory spills, etc.

Accidents originating OUTSIDE the building:

Staff Actions:

- Notify principal, team
- Move students away from immediate vicinity of danger (if outside, reverse evacuation)
- Observe wind direction by observing flags or leaves and move students appropriately

Principal / Designee:

- Initiate Shelter in Place

- Call 911; notify District Support Team, Central Office
- Do not leave the building unless instructed to do so; if you must evacuate building or grounds, take care to avoid fumes

Accidents originating INSIDE the building:

Staff Actions:

- Notify principal
- Move students away from immediate vicinity of danger

Principal / Designee:

- Check the Material Safety Data Sheet (MSDS) to determine the urgency of situation
- Call 911 if warranted; notify District Support Team, Central Office
- Initiate evacuation plan; avoid the area where the chemical accident occurred and any fumes which are present
- Follow standard student assembly, accounting and reporting procedures; modify assembly area if needed to be upwind, uphill, and upstream from the location of the spill
- Wait for instructions from the emergency responders
- Do not take unsafe actions such as returning to the building before it has been declared safe
- Refrain from lighting matches, candles, or other fires which could cause an explosion or ignite volatile fumes
- Document actions and complete incident reports

Gas Leak

All school personnel, including cafeteria managers and custodians, report any suspected gas leak to the principal immediately.

Staff Actions:

- Notify principal
- Move students from immediate vicinity of danger

Principal / Designee:

- Call 911, District Support Team
- If the gas leak is internal, implement evacuation procedures. Refrain from lighting matches or candles, and do not turn off/on electrical switches/equipment including cell phones (remember, electrical sparks can trigger an explosion)
- Notify gas company
- Determine whether to move to alternate location
- If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses
- Do not re-enter building until being given permission to do so by emergency personnel
- If the gas leak is external, all students and staff should remain in the buildings; any students or staff outside should initiate Reverse Evacuation or follow Shelter in Place (seal off windows and doors) until further instructions are received
- Document actions and complete incident reports

Earthquake

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremors subside. If persons are protected from falling objects, the rolling motion of the earth may be frightening but may not be dangerous.

If inside:

- Initiate Drop, Cover and Hold
 - If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, potential falling objects
 - Leave doors open to minimize jamming if the building shifts
 - Do not attempt to run through building or outside due to risk of falling objects
 - After initial shock, prepare for possible aftershock, then initiate evacuation and standard student accounting (avoid all hazards, i.e., electrical wires, broken glass, etc.)
- Evacuate to the rear of the playground or other open areas

If outside:

- Move quickly away from building and overhead electrical wires
- Initiate Drop, Cover and Hold
- Take a quick headcount of students present
- Do not attempt to enter building until authorized to do so
- Do not light fires or touch fallen wires
- Be alert for instructions from principal

Assembly Areas:

- Earthquake safe areas will be away from the building and overhead power lines
- Keep everyone away from underground gas and sewer lines
- In the event of aftershocks, students shall be encouraged to remain calm and stay sitting close to the ground
- Administer emergency first aid as needed
- Do not re-enter building until given “all clear” from Incident Commander
- Document actions and complete incident reports

Fire

By law, schools practice fire drills on a monthly basis. In case of an actual fire, implement the practiced evacuation procedures and the following steps:

In the event of a fire:

Sound alarm

If the alarm is sounded classes will hold for **up to 90** seconds. Admin will evaluate the nature of the alarm. **Students and teachers should remain in the classroom with doors closed and locked.** After an evaluation, a member of the office staff will make an announcement to evacuate, to lock down, or to return to normal activities.

Implement evacuation procedures to outside Assembly Area

Before exiting outside, make sure classroom door is unlocked and closed.

Implement a plan for any students needing special assistance. Bring necessary student medical supplies (EPIPEN, diabetic supplies, etc.)
Follow standard student accounting procedures
Do not re-enter building until given permission to re-enter
Determine if arrangements need to be made for transportation to alternative location
Document actions and complete incident reports

Weather Related Emergency

Tornado/Severe Weather Watches: Indicate that conditions are right for development of a weather hazard. **Watches** cover a larger area than **Warnings**. Watches are issued by the National Weather Service Office Severe Storm Prediction Center hours before the anticipated event is forecast to occur.

Tornado/Severe Weather Warnings: Indicate that a hazard is imminent and the probability of occurrence is extremely high. **Warnings** are issued based on eyewitness reports or identification of specific severe weather signatures on Doppler Radar. **Warnings** may be issued within minutes of the arrival of most severe weather events. In the case of winter storm warnings, those warnings are often issued hours before the arrival of the weather system.

Advisories: Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening (e.g., 2-3 inches of snow, dense fog, etc.). Advisory lead times are the same as Watches.

Upon Issuance of a **Watch or Advisory** the Principal / Designee shall:

- Activate appropriate members of school Emergency Response Team (Principal, Assistant Principal, Counselor, School Resource Officer, Nurse, School Social Worker, Family Resource Coordinator) to be alert for possible change in weather status
- Monitor weather reports for change in conditions
- Document actions and complete incident reports

Upon Issuance of a **Warning** Principal / Designee shall:

- Implement procedure for use of Safe Zones for Severe Weather
- Move as needed to a safe area
- Open windows, but allow classroom doors to close.
- Turn away from windows and drop to knees, facing east where possible.
- Cover side of head with elbows and clasp hands firmly behind neck.
- Maintain position until an announcement is made.
- Considerable "common sense" and cooperation may be necessary on the part of teachers and students.
- Principal will coordinate assessing the building for damage before allowing anyone to return to class.

- Remain in the Safe Zones for Severe Weather until the “all clear” is given.
- In the event of building damage, students should be evacuated to safer areas of the building or away from the building (Boys and Girls Club or Library).
- If evacuation occurs, do not re-enter the building until given the “all clear”
- Document actions and complete incident reports

Hard Lockdown

- Anyone who sees or is aware of a dangerous situation in or around the school can call for a “LOCKDOWN.”
- Announce or have someone announce that the school is in “hard lockdown.”
- If a call cannot be made over the PA everyone should verbally relay “hard lockdown”
- **Call 911 if it can be safely done.**
 - **In the event of a lockdown, Franklin Elementary will communicate in the following way:**
 - **J’Nora will send message through GroupMe if it can be safely done (if not present, Chris will send message)**
- Lock all doors. (Barricade the door if possible.)
- Move students to a wall that is out of the line of sight from the doorway.
- Remain quiet.
- Make certain the staff understands who the Incident Commander (Principal/Assistant Principal) will be during a lockdown.
- The lights in the classroom should be turned off.
- Door and exterior windows should be covered (if possible) and/or window shades pulled down.
- Any students or staff not in a classroom at the time of the lockdown should look to flee to the nearest safe place, whether that is inside or outside of the school.
- Locked classroom doors will not be opened during a hard lockdown.
- Any students or staff that is outside when a lockdown occurs should get away from the building and find the nearest area that provides cover.
- Wait for an official to unlock the door to conclude lockdown.

Soft Lockdown

- Announce that the school is in soft lockdown.
- Students and staff should remain in their current location until the soft lockdown ends.
- **Close exterior window blinds. Door windows do not need to be covered.**
- Administrative staff should check to ensure that all exterior doors are locked.
- **Place a note on the lobby door alerting all visitors coming to the door that we are in a lockdown. Ask all visitors to contact the FES office for questions.**
- **Wait for an official to unlock the door to conclude lockdown.**

- In the event of a lockdown, Franklin Elementary will communicate in the following way:
- J'Nora will send message through GroupMe **if it can be safely done** (if not present, Chris will send message)

Critical Incident Evacuation

In the incident of an evacuation following a critical incident (i.e. coming out of a lockdown), students will be bused to a secondary location while first responders evaluate the scene at Franklin Elementary School.

Students will be transported by bus to one of the following locations

- Primary - Franklin Church of Christ
- Secondary - Calvary Baptist Church

Secretary/Treasurer - Bring Student Binder located in the front office, class roster, and sign out sheets.

Reunification

- Teachers should keep and maintain a hard copy of class rosters for each class and should take rosters when evacuating.
- Any adult not responsible for supervising children at the time of the event should report to an administrator to assist with the process of reunification or returning to normal activities.

Attendance Clerk: Evacuate with box of hard copy registration for each student and daily absentee. Evacuate with sign in/out and visitor log.

Nurse: Evacuate with emergency medications and supply bag

Franklin Elementary will use the following staging areas in the event that an incident command post needs to be established, and or medical triage.

1st location: Gymnasium

2nd location: Library

School wide evacuation locations that students will be transported to or will walk to these locations:

1st location: **Boys and Girls Club**

2nd location: **Goodnight Library**

3rd location: **FSHS New Gym**

Power Outage

Public Address (If Possible): Hold. We are working on the power outage. **Hold.** We are working on the power outage.

OFFICE PROCEDURES:

- Call WRECC to report: (270) 842-6541
- Call Central Office: (270) 586-8877
- Call Maintenance: (615) 389-8733
- Email teachers: Do not use restrooms unless it is an emergency. Toilets do not flush and sinks do not work.
- Have the key ready to disable the Fire Alarm if necessary.
- When power returns, notify Central Office.

ADMINISTRATION PROCEDURES:

- Check on interior classrooms (no windows, may need flashlights).

TEACHER PROCEDURES:

Remain calm
Keep students in your classrooms.
Notify administration if you need anything.

Franklin Elementary SCHOOL INSTRUCTIONS TO PARENTS (ON-SITE or Off-Site)

Dear parent/guardian:

Your child's safety is our top concern. We simply ask that you patiently follow the instructions on this page in order to ensure that your child and everyone else's are safely and efficiently reunited with the individual who is picking them up. A staff member will be assigned for student sign out in the event of an emergency.

1. PLEASE BE PREPARED TO SHOW IDENTIFICATION.
2. GO TO CHECK-IN TABLES IN BREEZEWAY.
3. PICKUP
 - Show your pickup authorization to a staff member in charge of student sign out. Tell them your child's name and they will locate your child. Take your child and the pick up form to the exit.
4. EXIT:
 - Present ticket to staff before exiting.

**THANK YOU FOR YOUR PATIENCE, UNDERSTANDING, AND
COOPERATION!!!**

Franklin Elementary School
Student Pick Up Authorization

211 S. Main St. • Franklin, Kentucky 42134
Phone: (270) 586-3241 • Fax: (270) 586-2042

Student Name _____

ID Verified by _____

Parent/Guardian Signature

Parent/Guardian Printed Name

MUST BE GIVEN TO STAFF AT EXIT

Franklin Elementary School

Student Pick Up Authorization- **NOT ON EMERGENCY CARD**

211 S. Main St • Franklin, KY 42134

Phone: (270) 586-3241 • Fax: (270) 586-2042

Student Name _____

ID Verified by _____

Signature of Adult Picking Up Student_____

Printed Name of Adult Picking Up Student _____

Name of Guardian Contacted_____

MUST BE GIVEN TO STAFF AT EXIT

