

# Franklin-Simpson High School **EMERGENCY PLAN**



**400 S. College Street  
Franklin, Ky. 42134  
(270) 586-3273 (P)  
(270) 586-2021(F)**

**Principal: Michael Wix  
Assistant Principals: Stephanie Downey, Samuel Kessler  
School Resource Officer: Sgt. Bart Blythe**

**Updated Summer 2025**

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## ROLES IN THE CASE OF AN EMERGENCY SITUATION

NAME	TITLE	RESPONSIBILITY
Michael Wix	Principal	Commander
Stephanie Downey,	Asst. Principals	Coordinator of operations

Samuel Kessler		
Amanda Bills, Shalee Mann, Jessica Johnson	Guidance Counselors, School Social Worker	Student Assistance
Sgt. Bart Blythe	SRO	Security, law enforcement contact
Jenni Fowler	Bookkeeper	Contact Central Office (coordinate with principal), Café (if food will be needed), answer phones*, master keys, portable P.A.
Samantha Davidson/ Teresa Dyer	Secretary	Answer phones*, contact nurse, West Campus, Weightroom, & EMS. Gather lists (field trip, absentee, check in/out, bus lists) Medication, wheelchair, emergency cards
Mandy Brown	Guidance Sec.	Assist guidance counselors, occupancy accounting, office supplies (pens, paper, etc.)
Erica Cassady	CIA	Assist Principal & Assistant Principals/Dean, communicate with staff, media, parents
Custodians, Maintenance - Ashley Rutledge, Chad Drake, Shannon Spears	Lead Daytime Custodian	Secure chemicals, assist with utility shut off (after directed to do so by assistant principal), secure building, tables and chairs if needed, caution barriers, direct external personnel
Mary Beth Schlosser	Library Media	Technology needs
Beth Yates	Nurse	Medical
Chelsea Adams	Student Assistance	Student Assistance

\*Be prepared with standard answers for parents, media, staff

## **FSHS Crisis Response Team Members:**

Michael Wix - Principal

Stephanie Downey - Assistant principal

Samuel Kessler - Assistant principal/school safety officer

Justin Dyer - West Campus Assistant Principal

Amanda Bills - Guidance counselor

Shalee Mann - Guidance counselor

Jessica Johnson - School Social Worker

Chelsea Adams- Student support services

Beth Yates - School nurse

Ashley Rutledge - Lead Custodian

## EMERGENCY CONTACT PHONE LIST

NAME	POSITION/AGENCY	CELL #	WORK #
Michael Wix	FSHS Principal	(270) 799-1406	x. 5167
Stephanie Downey	FSHS Assistant Principal	(757) 513-9545	x. 5115
Samuel Kessler	FSHS Assistant Principal	(270) 847-5852	x. 5135
Justin Dyer	FSHS Assistant Principal - West Campus	(270) 799-1583	x. 5187
Amanda Bills	FSHS Guidance Counselor	(270) 776-3894	x. 5103
Shalee Mann	FSHS Guidance Counselor	(270) 776-3100	x. 5139
Jessica Johnson	FSHS School Social Worker	(270) 776-5377	x. 5133
Erica Cassady	FSHS CIA Coordinator	(270) 246-2869	x. 5168
Sgt. Bart Blythe	FSHS Resource Officer	(270) 792-7082	x. 5171
Beth Yates	FSHS Nurse	(270) 303-9460	x. 5169
<b>District Level</b>			
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
<b>Law Enforcement</b>	Simpson County Sheriff's Department		(270) 586-7425
<b>Emergency</b>	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
<b>Utilities</b>	Atmos Energy		1-888-954-4321
	Electric Plant Board		(270) 842-6541
	City of Franklin Water		(270) 842-0052
<b>Fire Alarm</b>	Sonitrol	FSHS: Z 21418 Field House: Z 21419 Gym: Z 21417 WC: Z 21420 Password: Wildcats	To Put on Monitoring: (877) 206-9141 Press 2 when prompted
<b>Hospital</b>	Medical Center Franklin Hospital		(270) 598-4800
<b>Miscellaneous</b>	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



## LOCATION OF EMERGENCY EQUIPMENT, SUPPLIES

ITEM	LOCATION	CONTACT
First Aid Kit	HS Main office	Beth Yates
Fire Extinguishers	Hallways, cafeteria, office, gym, field house, science classrooms, CTE classrooms	Samuel Kessler
Gas Cutoff		Chad Drake, custodians
Electric Cutoff	Mechanical rooms, exterior	Chad Drake, custodians
Water Cutoff	Mechanical rooms	Chad Drake, custodians
Emergency Cards	HS Main office	Samantha Davidson
Student Medicines	HS Main office	Beth Yates
"Go kit"	Attendance Secretary Office	Samantha Davidson
Evacuation Documents	Assistant Principal office	Samuel Kessler
Master keys	Principals, Assistant Principals	Michael Wix, Stephanie Downey, Samuel Kessler
Transportation/bus lists	Mr. Kessler's office	Samuel Kessler
Office Supplies	Bookkeeper's Office	Jenni Fowler

# FSHS Emergency Situation Notification List and Procedures

**Event description:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check box next to those which are contacted:**

- ☐ Administration:
  - ☐ Principal
  - ☐ Assistant Principal
  - ☐ Guidance Counselor
- ☐ EMS (911)
- ☐ Weight Room, other classes outside
- ☐ West Campus
- ☐ Franklin-Simpson Middle School
- ☐ Central Office / Superintendent
- ☐ Sgt. Bart Blythe, School Resource Officer
- ☐ Beth Yates, 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.

Turn off bells?

## What is the Standard Response Protocol?

The Standard Response Protocol (SRP) is a uniform, planned, and practiced response to any incident 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

**PUBLIC ADDRESS:** “Hold. Stay in your current location while we deal with a situation in the hall.  
Hold. Stay in your current location while we deal with a situation.”

## **STAFF ACTIONS:**

Depending on assistance needed, call:

- School Administration
- School Nurse
- SRO
- Central Office
- Call 911 if warranted

Provide for immediate medical attention (first aid) including performing necessary life-sustaining actions.

## **PRINCIPAL OR DESIGNEE ACTIONS:**

Provide appropriate medical attention, call 911 if needed

Provide **Public Address:** “**HOLD** while we are attending to an issues in \*\*location\*\*. **HOLD** while we are attending to an issues in \*\*location\*\*.”

Complete appropriate documentation

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.

Once the situation is resolved, lift the hold.

## **SCHOOL NURSE ACTIONS:**

Notify school administration of the incident

Provide appropriate medical care, call 911 if necessary.

Complete correct documentation of incident

## **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 1/3<sup>rd</sup> 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.



Name & Address Franklin-Simpson High School  
400 S. College St.  
Franklin, KY 42134

Emergency Phone# 270-847-5852

Cross Streets Wildcat Way and South College St. \_\_\_\_\_

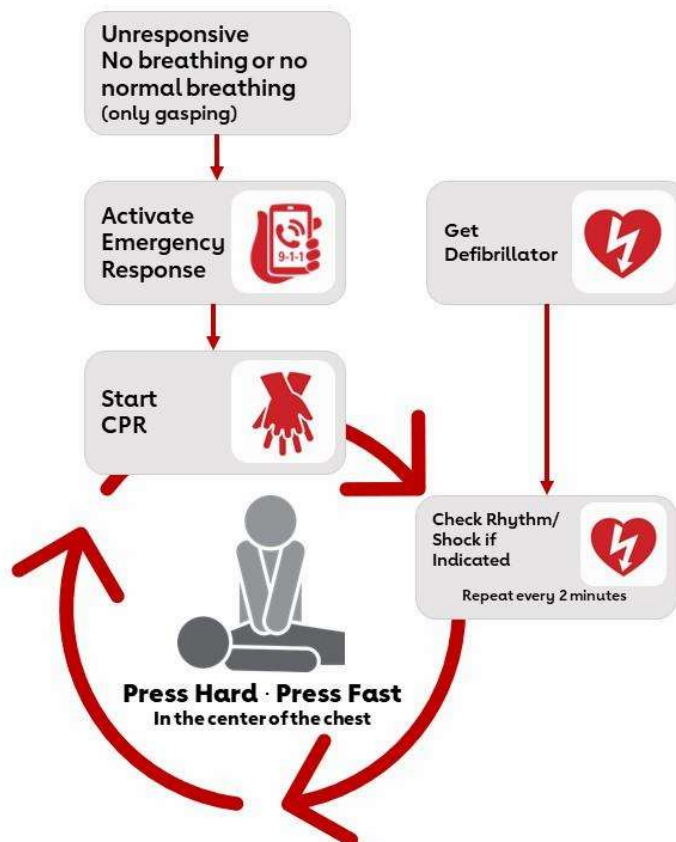
AED Location : Front office by Nurse \_\_\_\_\_

AED Location : Outside gym near concessions \_\_\_\_\_

AED Location : \_\_\_\_\_

AED Location \_\_\_\_\_ AED Location  
\_\_\_\_\_

### Simplified Adult BLS





# Severe Weather

## Severe Weather - Tornado Procedures (Shelter)

**PUBLIC ADDRESS:** “Shelter for a tornado. Go to the downstairs tornado shelter. Shelter for a tornado. Go to the downstairs tornado shelter.”

### STAFF PROCEDURES:

- Remain calm.
- Take class roster with you and close your door.
- If there is a substitute teacher in your hallway, please help that person out!
- Students should move quickly to assigned area and sit on the floor.
- If a tornado is imminent or an announcement has been made, students should assume the “duck and cover” position.

### SHELTER LOCATIONS:

See the maps on your walls for tornado shelter locations.

**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.

**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. A NOAA Weather Radio, with battery backup, should be installed in all school buildings.

**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

#### PRINCIPAL / DESIGNEE:

Activate appropriate members of school Emergency Response Team 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:** Implement procedures for use of Safe Zones for Severe Weather

**Media Center Specialist:** Direct students coming down South stairway in Library, Library classroom, and video production lab until those areas are full, then direct students into downstairs hallways.

**Gym personnel:** Evacuate to the lower level of the gym including basketball locker rooms. Report to contact person.

**Career and Technical Center:** Evacuate into interior hallway. Report to contact person  
Contact persons for each building:

- Main Building: Principal or Assistant Principals (Samuel Kessler and/or Stephanie Downey)
- Gym: David Clark /Max Chaney/Ashley Taylor
- Career/Tech: Josh Satterly/Matthew Wilhite

Move as needed to a safe area upon Public Address:

- Downstairs Classrooms -- Remain in rooms, but move to inside walls away from windows.
- Upstairs Classrooms -- Move downstairs using fire evacuation routes to designated shelter areas.
- Avoid areas with free-span roofs (Cafeteria, Gymnasium, etc.) and excessive glass (Lobby, Main Office, Portions of Media Center).

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. For example, be aware of vacant or low occupancy rooms on the first floor which may help to alleviate crowding in downstairs hallways.

Principal/assistant principals will coordinate assessing 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.

If evacuation occurs, do not re-enter the building until given the "all clear"

Document actions and complete incident reports

# Severe Weather - Earthquake Procedures (Shelter)

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:

If time permits, prepare your room.

- Look around your classroom for things that could topple or fall.
- The best protection is away from outside walls and windows.

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, or objects that could fall.

Leave doors open to minimize jamming if the building shifts

After initial shock, prepare for possible aftershock, then initiate evacuation and standard student accounting (avoid all hazards, i.e., electrical wires, broken glass, etc.).

## IF OUTSIDE:

Move quickly away from building and overhead electrical wires

Initiate Drop, Cover and Hold

Do not attempt to enter the 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

## MISCELLANEOUS INFORMATION:

- Stay inside until the shaking stops and you are instructed to leave.
- Be aware that the electricity may go out or sprinkler systems and fire alarms may activate. If the fire alarm activates, do not dismiss unless directed to do so.
- If a teacher near you has a substitute today, please check on them or contact the office as you feel appropriate.
- If traveling in the hallway at the time of an earthquake, do your best to take cover in the closest classroom under desks/tables. If this isn't possible, take cover in the hall against walls.
- Be prepared to aid any injured student/staff and/or call for help.

# **Fire (Evacuate)**

By law, schools practice fire drills once a week for the first month of school and then on a monthly basis. In case of an actual fire, implement the practiced evacuation procedures and the following steps:

## **PROCEDURES:**

Sound alarm

If the alarm is sounded classes will **HOLD** for up to 60 seconds while office staff evaluates the nature of the alarm. After an evaluation, a member of the office staff will make an announcement to **EVACUATE**, to **LOCKDOWN**, or to ignore and return to normal activities. Teachers should also evaluate their areas during the hold and notify the office of anything out of the ordinary.

Wait for the call on the **Public Address** to dismiss. The call should say "Evacuate to your fire drill locations. Evacuate to your fire drill locations."

Get class roster.

- Refer to the map for the designated exit route. **Close your classroom door.** In the event of a blocked entrance, proceed to the next closest exit.
  - If you have to go out another exit, let an administrator know once you're outside (that way a search isn't made).

If there is a substitute in your hallway, help that person out!

Staff should evaluate their area before and as they are evacuating for any dangers.

Take students out quickly and safely. To expedite the process, please form double-lines as you come down the hallway and/or stairs.

Once outside, line students up and check roll. Immediately notify administrators of missing students.

- If you have a child with you that should be in another group, hold onto that child and notify an administrator.

Wait for the all clear to return to the building.

## **MISCELLANEOUS**

Implement evacuation procedures to outside Assembly Area

Plan for any students needing special assistance

Follow standard student accounting procedures

Do not re-enter building until being given permission to re-enter

Determine if arrangements need to be made for transportation to alternative location

Document actions and complete incident reports



# External Threat (Soft Lockdown)(Secure)

Whoever hears of the threat should immediately notify the administration/office staff of the external threat on Group Me.

**PUBLIC ADDRESS :** “Secure! Get inside, Lock outside doors. Secure! Get inside, Lock outside doors.”

## **ADMINISTRATION/OFFICE STAFF**

Immediately notify the other schools on messaging app.

Immediately notify all FSHS staff on messaging app.

Make the **Public Address:** “Secure! Get inside, Lock outside doors. Secure! Get inside, Lock outside doors.”

## **TEACHER RESPONSIBILITIES:**

Students should remain in their current location until the soft lockdown ends.

Administrative staff should check to ensure that all exterior doors are locked.

## **MAIN BUILDING RESPONSIBILITIES:**

Media Specialist (M. Schlosser) will secure door to video production lab

Teacher in Room 124 (Susan Lawson) will secure South Door

PE Teacher (David Clark, Max Chaney, Ashley Taylor) will secure Gym and Weight room doors.

Sam Kessler will secure Front entrance and North Door and notify bus garage.

Jessica Johnson will secure CTE doors and exterior doors in rear of gym.

Teachers in Rooms 122 (S. Hickman) and 223B (J. Phillips) are responsible for securing external doors in those classrooms.

If it is during dismissal, all students and drivers will come into the building and hold in the cafeteria.

## **CAREER/TECH BUILDING RESPONSIBILITIES:**

Each teacher will secure classroom doors.

Secretary and/or College & Career Coach (Josh Satterly) will secure main entrance to career/tech center and door leading to the Senior Parking Lot.

Construction teacher (Shockley) will secure the Rear Door of CTE.

Ag teachers (Sam Evans) will secure West door between Gym and CTE Building.

Office Staff will notify FSMS and West Campus of the lockdown status.

During a soft lockdown no one is allowed to enter the building

If a student must leave the room they should be escorted by an adult

Remain in the soft lockdown until further notification.

# **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 (Nashville Rd. out front; road near Athletic Complex out back). School administration may determine that long-term evacuation at the football field 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 or CONTACT ADMIN!!**

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 description of 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 Principals, 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      **FS Cafeteria** = ext. 124  
**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:

\* Secretaries = **Office area**

\* Maintenance, Custodians = **Mechanical rooms**

\*APs = **Upstairs classrooms**

\* Principal and CIA = **Downstairs classrooms**

\* Athletic Director = **Gym & locker rooms**

\* Music Dept. = **Band/choir rooms, as well as auditorium hallways**

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

\* STC = **library, AV room**  
(Also gather 5 laptops 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) & CC will search front parking area;
  - AP will search junior lot
  - Guidance will search back parking area/senior lot
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* (not stopping at lockers).

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.

AP will see that 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.



# **INTERNAL THREAT (LOCKDOWN)**

**PURPOSE:** Lockdown is called when there is a threat or hazard in the school building. From parental custody disputes to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat.

**PUBLIC ADDRESS :** “Lockdown! Locks, Lights, Out of Sight! Lockdown! Locks, Lights, Out of Sight!”

## **RESPONSIBILITIES:**

### **1. Office Staff**

- a. **Public Address:** “Lockdown! Locks, Lights, Out of Sight!”
- b. **Office Staff:**
  - i. Send a message on FSHS GroupMe.
  - ii. Send a message on Admin GroupMe.
  - iii. Call 911 and stay on the phone with law enforcement.
  - iv. Check exterior doors.

### **2. Custodians**

- a. Close and lock all delivery doors.
- b. Direct any contractors, delivery drivers, vendors or repairmen located inside the building into a safe area and lock the door. Options may include custodial storage room by the delivery bay, or the generator room. Both areas have exterior doors for evacuation if possible.

## **OTHER INFO TO BE AWARE OF:**

- Ignore all bells.
- Ignore all fire alarms
- Don’t open the doors exterior or classroom doors for anyone. If someone needs in, they will have a key.
- Keep your phones on.

## **EVACUATE**

Based on the information you have, **consider** getting out and away from danger.  
If you have easy access to your roster, grab it on your way out (if not, that’s ok).

## **SPECIAL LOCATION INSTRUCTIONS:**

### **CAFETERIA**

Escape if possible (rear exit door & kitchen area).  
Simultaneously secure all doors & barricade with cafe tables while escaping out back.

### **LIBRARY**

Escape if possible (if you can make it outside).  
If not, lock doors and secure selves in AV room (locking those doors).

### **MUSIC ROOMS**

Escape if possible (auditorium hallway to FSHS or kitchen).  
If not, lock the doors, turn off the lights, block doors, and secure selves wherever possible.

# 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 Electric Plant Board (EPB) to report: (270) 586-4441
- Call Central Office: (270) 586-8877
- Call Maintenance: (270) 586-8877
- Turn Radios to Channel 3 (works short-range, may not across the building)
- Email teachers and send via GroupMe: Do not use restrooms unless it is an emergency.
- Have the key ready to disable the Fire Alarm if necessary.
- When power returns, notify Central Office.

## **ADMINISTRATION PROCEDURES:**

- Check mechanical room for obvious issues and generator.
- Contact team leaders regarding the situation.
- Check on interior classrooms (no windows, may need flashlights).

## **TEACHER PROCEDURES:**

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



# REUNIFICATION

## On-Site -Football Stadium

Staff Location
Stadium Entry
Check in tables inside stadium
Bleachers
Restrooms
Jr. Parking Lot
Front Parking Lot
Runners

### Staff Assignments

**Management, logistics:** Principal, Asst Principals, Guidance, SRO

Location	Names
Stadium Entry	Related Arts Teachers
Check in tables inside stadium	Guidance/Secretaries
Bleachers	English Teachers/Math Teachers
Restrooms	SPED Teachers
Jr. Parking Lot	Social Studies Teachers
Front Parking Lot	Science Teachers
Runners	CTE Teachers

### Items needed

Item	Location	Who is in charge
Emergency cards	attendance office	Samantha Davidson, Mandy Brown
Medicine, check in/checkout log	nurse's office	Beth Yates, Jenni Fowler
Bullhorns		Assistant Principals
Tables and Chairs	cafeteria storage and auditorium	Custodians

\*\*\* Staff Duties are on following page\*\*\*

### On-Site Duties

**Important information for all staff-**

- During the walk to the athletic complex, explain to students the importance of sitting in their assigned section and following the directions of staff and supervise students
- Upon arrival, direct students to their assigned area of the football bleachers

**Front Parking Lot-**

- Assist parents/guardians in finding a parking spot and direct them to the breezeway
- Do your best to make sure no parent blocks entrance or exit

**Near Front of Complex-**

- Distribute Parent Instruction Sheet
- Remind them they will need identification
- Tell parents/guardians to go to check-in tables

**Breezeway-**

- Crowd control
- Remind parents/guardians to have identification ready
- Help parents find middle school or high school tables

**Check-in tables in breezeway-**

- Pull emergency card for student
- Verify name on emergency card with identification provided
- If the adult is not listed on the emergency card, send a runner with the emergency card and the adult to the call center
- If the adult is listed on the emergency card, complete the Student On-Site pick Up Authorization form
- Send the adult with the authorization form to the sanctuary
- Put Emergency Card in pick-up pile (These can be returned to the box and sorted later)

**Runners-**

- Take emergency card from check-in tables to call center where guardians are being called to confirm pick-up
- Leave emergency card and the adult in the call center and return to check-in tables in the lobby
- If the parent that is called does not allow the adult to pick up the student, return that student's emergency card to the check-in table

**Call Center- Verification for people who are not on E-Card-**

- Take emergency card and ID
- Contact the parent/guardian by phone, verify the person picking up the student is allowed to do so, and complete the "Not On Emergency Card Pick Up Form"
- Once verified, direct the adult to the football field to pick up the student
- If the parents/guardians cannot be reached, tell the adult to try to call the parent/guardian

- If the parents/guardians still cannot be reached, then call other people on the emergency card to see if they're available to pick up the student; but only the parent can give permission for someone not listed on the emergency card to pick up the student
- If translator is needed, call language line number at 1-866-874-3972, client ID: 509595, school code 003

**Bleacher Supervision-**

- Assist authorized adult in locating student, staff with bullhorn will call out names
- Adults authorized to pick up students should remain on the track and stay out of student section
- Once parent/guardian has student, direct them to the exit location

**Security at end door EXIT, gate on baseball field side of fieldhouse-**

- Authorized adult should give you Pick Up Authorization Form
- Ensure that the number of names on Pick Up form(s) matches the number of students with parent/guardian

## **FRANKLIN-SIMPSON HIGH SCHOOL INSTRUCTIONS TO PARENTS (ON-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.

1. PLEASE BE PREPARED TO SHOW IDENTIFICATION.
2. GO TO CHECK-IN TABLES IN ENTRYWAY.
3. PICKUP
  - Show your pickup authorization to a staff member near the bleachers. 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:
  - Proceed to the gate between the fieldhouse and the baseball field.
  - Show your pickup authorization to the person at the exit. You will sign the form and leave it with that person.

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

FRANKLIN-SIMPSON HIGH SCHOOL

Student Pick Up Authorization

400 S. College St. • Franklin, Kentucky 42134  
Phone: (270) 586-3273 • Fax: (270) 586-2021

Student Name \_\_\_\_\_

ID Verified by \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

**MUST BE GIVEN TO STAFF AT EXIT**



FRANKLIN-SIMPSON HIGH SCHOOL

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

8140 Nashville Road • Bowling Green, Kentucky 42104

Phone: (270) 467-7500 • Fax: (270) 467-7506

Student Name \_\_\_\_\_

ID Verified by \_\_\_\_\_

Signature of Adult Picking Up Student \_\_\_\_\_

Printed Name of Adult Picking Up Student \_\_\_\_\_

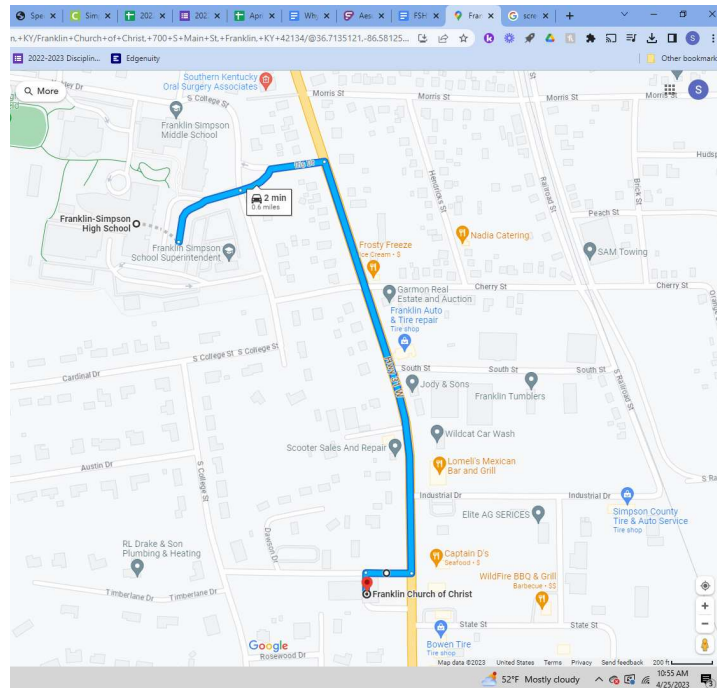
Name of Guardian Contacted \_\_\_\_\_

**MUST BE GIVEN TO STAFF AT EXIT**

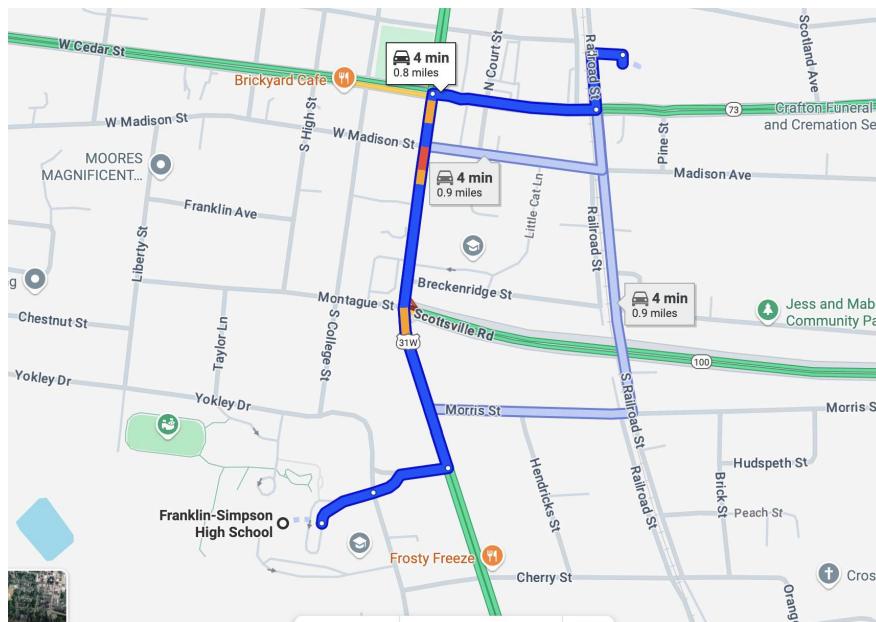
# OFF-SITE EVACUATION DESTINATIONS

## Franklin Simpson High School

**Option #1 - Franklin Church of Christ**  
700 S. Main St. Franklin, KY 42134



**Option #2 - First Baptist Church of Franklin**  
303 E. Cedar St. Franklin, KY 42134



# **OFF-SITE EVACUATION PLAN**

## **FRANKLIN-SIMPSON HIGH SCHOOL**

### **Location 1: Franklin Church of Christ**

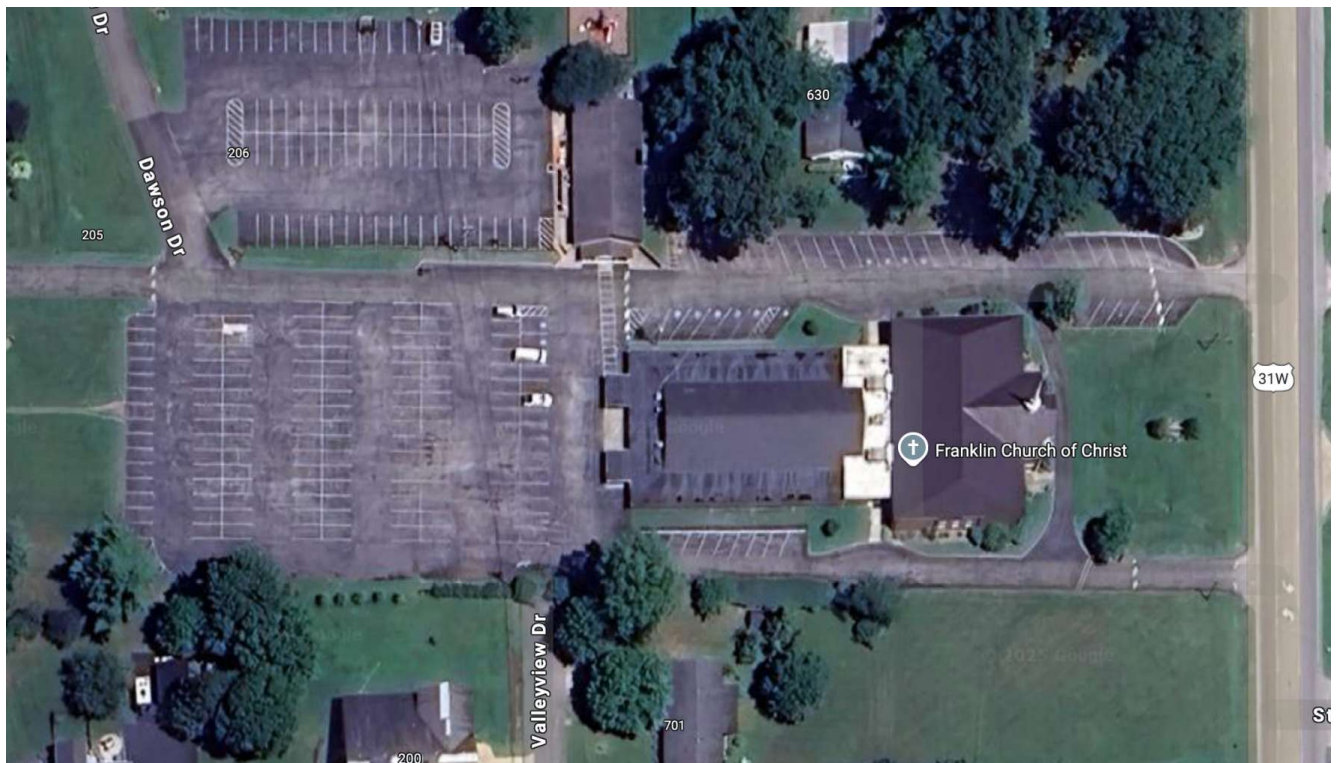
**700 S. Main St. Franklin, KY 42134**

#### Information:

This is the preferred first option for off-site evacuation of both the middle and high school. Adequate parking and facilities make it suitable from a logistics and management standpoint.

Students will be brought into the sanctuary and will be seated by grade level. This will ensure that we are able to efficiently find students and reunite them with their grown ups.

Parents will park in the front parking lot and enter the front doors.



<b>Staff Locations</b>
Side/Back Parking Lot
Near Back doors
Side Doors (North side)
Lobby
Check-in tables in lobby
Call Center- Verification for people who are not on E-card
Sanctuary sections
Security at side door EXIT (South side)

### **Staff assignments**

**Management, logistics:** Principal, Asst Principals, Guidance, SRO

<b>Location</b>	<b>Names</b>
Side/Back Parking lot	Social Studies teachers
Near back doors (1-2 can float if needed)	SPED teachers
Lobby	English Teachers
Check in tables in lobby, runners	Office Staff, support staff Runners- Math Dept
Call Center- Verification for people not on E-Card	CTE teachers
Sanctuary sections	Science dept, SPED teachers
Security at end door EXIT	Business Teachers

**\*\*\*Staff Duties Are On Following Page\*\*\***

## **Off-Site Duties**

### **Important information for all staff-**

- Please do not disclose off-site location to students
- You will be riding to the church with students on a bus
- During transit, explain to students the importance of sitting in their assigned section and following the directions of staff
- Upon arrival, use map to direct students to their assigned section

### **Parking Lot-**

- Assist parents/guardians in finding a parking spot and direct them to the front doors
- Do your best to make sure no parent blocks entrance or exit
- Overflow parking is located in the field between the expo center and Nashville Road

### **Near Front Doors-**

- Distribute Parent Instruction Sheet
- Remind them they will need identification
- Tell parents/guardians to go to check in tables

### **Lobby-**

- Crowd control
- Remind parents/guardians to have identification ready
- Direct them to either middle school tables in the front or high school tables in the back

### **Check-in tables in lobby-**

- Pull emergency card for student
- Verify name on emergency card with identification provided
- If the adult is not listed on the emergency card, send a runner with the emergency card and the adult to the call center
- If the adult is listed on the emergency card, complete the Student Off-Site pick Up Authorization form
- Send the adult with the authorization form to the sanctuary
- Put Emergency Card in pick-up pile (These can be returned to the box and sorted later)
- If translator is needed, call language line number at 1-866-874-3972, client ID: 509595, school code 003

### **Runners-**

- Take emergency card from check-in tables to call center where guardians are being called to confirm pick-up
- Leave emergency card and the adult in the call center and return to check-in tables in the lobby
- If the parent that is called does not allow the adult to pick up the student, return that student's emergency card to the check-in table

**Call Center- Verification for people who are not on E-Card-**

- Take emergency card and ID
- Contact the parent/guardian by phone, verify the person picking up the student is allowed to do so, and complete the “Not On Emergency Card Pick Up Form”
- Once verified, direct the adult to the sanctuary to pick up the student
- If the parents/guardians cannot be reached, tell the adult to try to call the parent/guardian
- If the parents/guardians still cannot be reached, then call other people on the emergency card to see if they’re available to pick up the student; but only the parent can give permission for someone not listed on the emergency card to pick up the student

**Sanctuary monitors**

- Assist authorized adult in locating student
- Adults authorized to pick up students should remain on the concourse and stay out of student section
- Once parent/guardian has student, direct them to the exit location

**Security at end door EXIT**

- Authorized adult should give you Pick Up Authorization Form
- Ensure that the number of names on Pick Up form(s) matches the number of students with parent/guardian

**OFF-SITE EVACUATION PLAN**  
**FRANKLIN-SIMPSON HIGH SCHOOL**  
**Location 2: First Baptist Church**  
**303 E. Cedar St. Franklin, KY 42134**

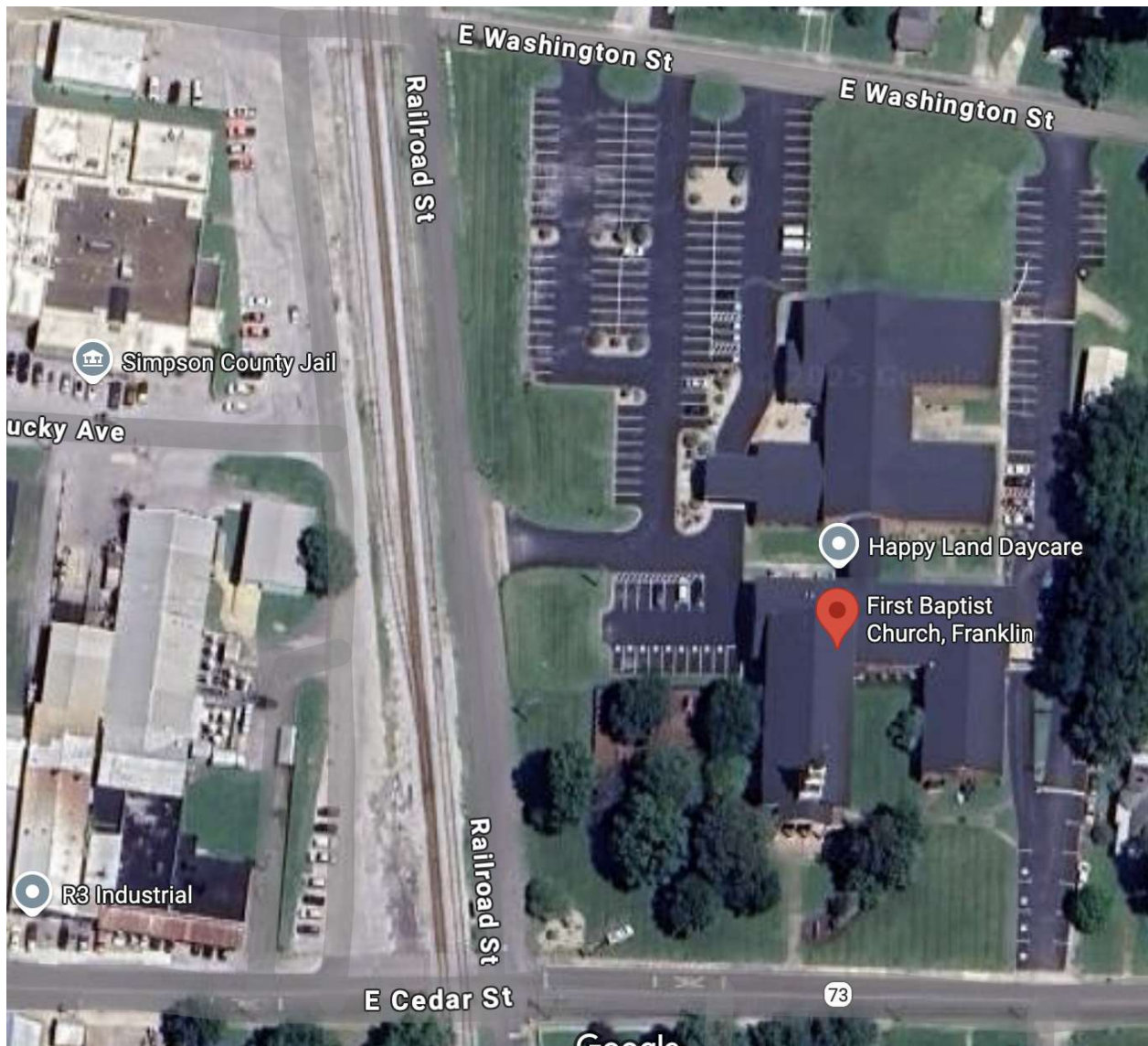
Information:

This is the secondary option for off-site evacuation of both the middle and high school. Adequate parking and facilities make it suitable from a logistics and management standpoint.

Parents will park in the parking lot off of Washington St. and Railroad street and enter the doors on the west side of the building. The parking lot on the east side should be closed off to help manage the show of traffic to the west side of the building and to not disrupt the operations of Happy Land Daycare.

Once students arrive to the facility, they will be seated by grade level in the sanctuary. Other





Staff Locations
Side/Back Parking Lot
Near Front doors
Side Doors (West side)
Lobby
Check-in tables in lobby
Call Center- Verification for people who are not on E-card
Sanctuary sections
Security at side door EXIT (South side)

### **Staff assignments**

**Management, logistics:** Principal, Asst Principals, Guidance, SRO



<b>Location</b>	<b>Names</b>
Side/Back Parking lot	Social Studies teachers
Near front doors (1-2 can float if needed)	SPED teachers
Lobby	English Teachers
Check in tables in lobby, runners	Office Staff, support staff Runners- Math Dept
Call Center- Verification for people not on E-Card	CTE teachers
Sanctuary sections	Science dept, SPED teachers
Security at end door EXIT	Business Teachers

**\*\*\*Staff Duties Are On Following Page\*\*\***

### **Off-Site Duties**

#### **Important information for all staff-**

- Please do not disclose off-site location to students
- You will be riding to the church with students on a bus
- During transit, explain to students the importance of sitting in their assigned section and following the directions of staff
- Upon arrival, use map to direct students to their assigned section

#### **Parking Lot-**

- Assist parents/guardians in finding a parking spot and direct them to the front doors
- Do your best to make sure no parent blocks entrance or exit
- Overflow parking is located in the field between the expo center and Nashville Road

#### **Near West Side Doors-**

- Distribute Parent Instruction Sheet
- Remind them they will need identification
- Tell parents/guardians to go to check in tables

#### **Lobby-**

- Crowd control
- Remind parents/guardians to have identification ready
- Direct them to either middle school tables in the front or high school tables in the back

#### **Check-in tables in lobby-**

- Pull emergency card for student
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## **FRANKLIN-SIMPSON HIGH SCHOOL INSTRUCTIONS TO PARENTS (OFF-SITE)**

Dear parent/guardian:

Your child's safety is our first 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.

**1. PLEASE BE PREPARED TO SHOW IDENTIFICATION.**

**2. GO TO CHECK-IN TABLES IN LOBBY**

**3. PICKUP**

- Show your pickup authorization to the person at the top of the stairs by each section. Tell them your child's name and they will locate your child. Take your child and pick up form to the exit.

**4. EXIT:**

- Proceed toward the end of the church opposite where you entered.
- Show your pickup authorization to the person at the exit. You will sign the form and leave it with that person.

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

# FSHS Fast Pass Diagram

