

HENRY CO. PUBLIC SCHOOLS PARENT EMERGENCY GUIDE

Important Information for Parents to Follow in the Event of a School Emergency

What can I do to prepare for a school emergency?

- Provide accurate emergency contact information to school and update the information as changes are made.
- Sign up for the district's communications opportunities: Facebook, Twitter, OneCallNow, email. If you need help with doing this, call the district office at 502-845-8600.



<http://www.facebook.com/hcpsky>

Twitter @hcpsky

What should I do during a school emergency?

- Visit the HCPS website at www.henry.kyschools.us for up-to-date emergency information. In an emergency, the home page will show critical information.
- Check for Facebook and Twitter postings for the latest details from the superintendent.
- Tune into local radio and television stations for news alerts. Information is shared with WHAS 840 AM radio and WKID K95.9, 104.9 and 101.7 FM radio and FOX 41, WLKY 32, WHAS 11, and WAVE 3 television stations.

School Emergency Procedures

The actual procedures followed will depend upon the nature of the emergency. In some cases, students are kept inside the school building and in others they are removed to the outside. All schools practice fire, severe weather, earthquake, and lockdown drills so that students and staff are prepared. These drills insure that everyone knows what to do and to alleviate the anxiety of the children.

Evacuation: During an evacuation, students are sent outside to prevent harm/injury due to an emergency inside the school, such as a fire.

Lockdown: During a lockdown all exterior and interior doors are locked and students are confined to their classrooms. No entry or exit of the school is allowed. A lockdown takes place if a threat or possible threat is identified inside the school. Main entrance doors are normally locked; however, access will be curtailed in a lockdown.

Shelter-in-Place: During a shelter-in-place students are taken to an inner hallway or a room with no windows and take refuge until it is safe to release students. This would happen in the threat of a tornado or if hazardous materials were released into the atmosphere. Students will be not be released until it has been determined that they would not be placed in danger by leaving the building.

Student/Family Reunification

Should an emergency situation arise within the community while school is in session, it is important that you know that the district and its individual campuses have made preparations to deal with these incidents. Plans are in place for caring for students until they are safely reunited with their families.

One of our greatest challenges during any type of emergency situation is how to manage traffic flow and incoming phone calls from concerned parents and others. Traffic gridlock and jammed cell and landline phones prevent emergency responders (police, fire, and medical personnel) from providing emergency services in a timely manner.

In the event of a Lockdown or Shelter in Place emergency at your child's school, only authorized emergency personnel are permitted to enter or exit the school. Additionally, in the event that your child's campus has been ordered to evacuate, your child may have been relocated to an undisclosed alternate safe location. We request that you wait for information from the district as to the procedure and location for reunifying with your child.



Students will only be released to parents and persons identified as emergency contacts on the District Enrollment Form. Please keep this information accurate and updated and discuss these matters with your child. Safety for all students is the top priority in all situations. After conditions are conducive, all students will be delivered home or released to authorized individuals.

KEY EMERGENCY POINTS FOR PARENTS . . .

- **SCHOOL STAFF WILL BE FOCUSED ON THE SAFETY OF STUDENTS AT THE TIME OF ANY EMERGENCY SITUATION. PLEASE USE THE COMMUNICATIONS GENERATED THROUGH THE DISTRICT OFFICE AND DON'T CALL THE SCHOOL.**
- **AT EACH CAMPUS, THERE IS ONLY ONE ROAD OF ACCESS, SO PLEASE DON'T DRIVE IMMEDIATELY TO THE SCHOOL CAUSING TRAFFIC PROBLEMS. WHEN GRIDLOCK OCCURS, EMERGENCY RESPONDERS AND VITAL SERVICES CANNOT GET TO THE BUILDING.**
- **REMEMBER THERE WILL BE LIMITED CELL PHONE CAPABILITY. IF EVERY PARENT AND STUDENT IS TRYING TO USE THEIR CELL PHONES SIMULTANEOUSLY, NO ONE WILL BE ABLE TO COMMUNICATE.**
- **TUNE TO MEDIA SOURCES FOR INFORMATION ON THE CURRENT STATUS AND REUNIFICATION PLANS:**
 - RADIO:** **WHAS 840 AM**
 FROGGY: K95.9 FM
 104.9 FM
 101.7 FM
 - TELEVISION:** **FOX 41** **WLKY 32**
 WHAS 11 **WAVE 3**
- **MAKE SURE THE SCHOOL HAS UPDATED CONTACT INFORMATION FOR YOU AND THE INDIVIDUALS TO WHOM YOU WOULD ENTRUST YOUR CHILD.**