

In an effort to provide a safe environment for our students at Bullitt County Public Schools an Emergency Response Plan has been developed in connection with local fire, police, emergency medical services and other responding agencies. The following information is important for you, as a Bullitt County Public School parent, to know and follow in the event of an emergency at your child's school.

What can I do to prepare for a school emergency?

1. Provide **accurate emergency contact information** on your child's emergency card at your child's school and update the information as changes are made. The emergency card will be the information used to verify information for release of your child.
2. Remove the attached **School Emergency Card for Parents** and carry with you at all times.
3. Sign up to receive the Bullitt County Public Schools E-Newsletter which will be used to send emergency information (school closing, cancellation, reunification sites, etc.). Go to **bullittschools.org** and click on E-news subscribe. Enter your email address, select your child's school and click submit.

What should I do during an emergency?

When an emergency occurs that affects the school, a parent can get information by doing one of the following:

- **Check your e-mail** if you are a subscriber to Bullitt County Public School E-News.
- Visit the Bullitt County Schools' website @ **www.bullittschools.org** for up to date information. In an emergency, the home page will show critical information.
- Tune into local **television** (WLKY, WHAS, OR WAVE) and **radio** (84 WHAS) for news alerts.
- Stay near your **main phone numbers** indicated on your emergency card.
- If other information sources are not available, call **Bullitt County Public Schools Central Office** at (502) 869-8000.



How can my child be released from the school?

- Present a driver's license, state ID card, military ID card, passport or green card
- Students **will not** be released without proper identification
- Only those listed on the emergency card will be allowed to pick up the students
- Phone calls will not be accepted for release of students

What do I need to know about school emergency terminology?

What is an Evacuation?

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

What is a Lockdown and what should I do if one is occurring at my child's school?

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 in or in the vicinity of the school. Main entrance doors will be locked during a lockdown and a sign will be posted at the main entrance if possible. If you are notified of a lockdown at the school, **do not** come to the school, stay in a location where you can get further information. Students will not be released until the incident has ended.



IMPORTANT INFORMATION you should have during a school emergency

PARENT EMERGENCY TIP CARD

- Carry this card at all times.
- After an emergency, parents can get important information and instructions by doing one of the following:
 - Tune into television and radio stations for updates or reunification information
 - Visit **www.bullittschools.org**
 - Check your e-mail if you are a subscriber to Bullitt County Public Schools E-Newsletter

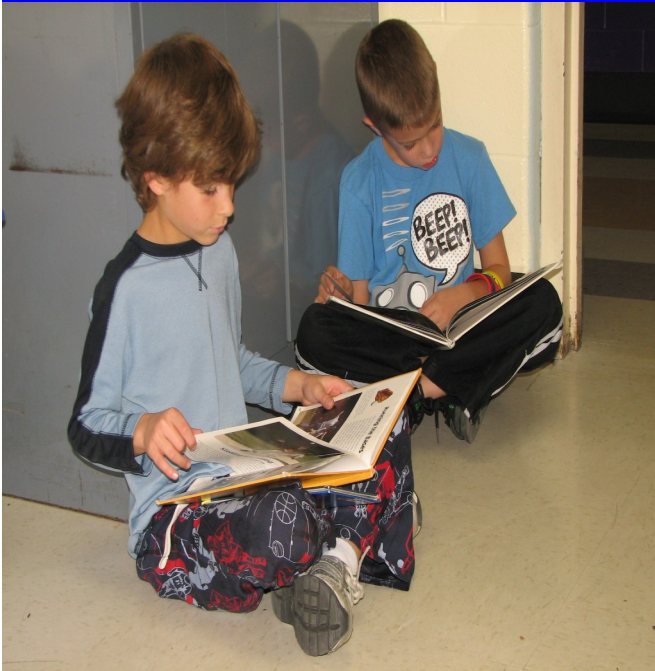
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Parent Emergency Guide

Information and guidelines for parents to follow in case of a school or community emergency.



Please try to avoid contacting your child by cell phone during an emergency. This can overload the phone system and cause delays in communication between the school, first responders and the media.

EMERGENCY NUMBERS AND NOTES:



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What is Shelter-in-Place?

During Shelter-in-Place students are taken to an inner hallway or room with few or no windows and stay there until it is safe to release students. Shelter-in-Place takes place when there is the threat of a tornado or high winds, if there is a hazardous material released into the atmosphere, or if emergency agencies determine that evacuation or early dismissal could potentially place students in danger. During a Shelter-in-Place students will not be released until the incident is over.

What is Reunification?

When students have been removed from the school, or when an emergency has occurred that affects the area around the school (e.g. hazardous materials release) student will be moved to an alternative location. When this occurs the information will be sent via email as E-News, posted on the BCPS website and communicated to local media. Remember, a student can only be release to an adult listed as an emergency contact with the school. Anyone attempting to pick up a student **MUST** show proper photo identification (driver's license, state id card, military id card, passport, green card).

Drills are conducted throughout the year to review and practice emergency procedures with students.

BULLITT COUNTY SCHOOLS
Safe School Hotline
(502) 869-TIPS
24-hour Anonymous Tip Line

