

MEMORANDUM

TO: All Parents or Guardians
FROM: Keith Davis, Superintendent
RE: Emergency Procedures for the Bullitt County School System

The Bullitt County School system has designed an Emergency Procedure Manual to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of an emergency and to see that he/she gets home safely by walking, bus or by transportation provided by parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective ways to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster may disrupt the normal way of doing things. It will cause inconveniences to all of us. The responsibilities are shared by us as school administrators and you as parents.

IN MOST EMERGENCIES, YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THAT RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS MAIN OR CHEMICAL SPILL), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL'S ALTERNATIVE SITE.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO OR TELEVISION AND/OR CHECK THE DISTRICT WEBPAGE.** We will keep the media accurately informed of any emergency. BCPS recommends you tune into WHAS to listen and watch for alerts. Emergency information will also be sent via e-mail through our E-News and posted on BCPSKy Facebook and/or Twitter page. For information about subscribing to BCPS E-News, visit our webpage at www.bullittschools.org. We also recommended that all parents sign up for Infinite Campus Messenger through Parent Portal to receive information through email, voicemail and if you choose text messages.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
 - (A) If the school building must be evacuated during regular school hours, your child will be taken to and cared for at an alternate site.
 - (B) Stay tuned to WHAS radio/TV for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.