

JCS Emergency Information Guide for Families

What Should Parents do to Prepare for an Emergency?

Parents have an invaluable role in preparing their children for emergencies. Listed below are some of the ways you can help them understand that if an emergency occurs at school, teachers and school officials are trained to handle the situation. Reassure your child that the school will notify parents and you will be reunited with them as soon as possible.

- Be sure emergency contact information is current and correct. Contact the school secretary immediately whenever your work, home or cell number changes.
- Keep the school nurse informed of any medical conditions, physical limitations, or medications your child may be taking.
- Identify who is authorized to pick up your child if you are not able to respond. Make sure their contact information is current and correct. Please understand that your child will only be released to parents and persons identified on the emergency contact list. Discuss this information with your child.
- Make sure your child knows the name, address, and phone number of parents and guardians. If there is only one parent or guardian, your child should have contact information for a second adult on file with the school.
- Talk to your child about the importance of remaining calm and following instructions in the event of an emergency. If an emergency occurs while students are at school, their teacher will provide them with appropriate instructions and information.
- Let your child know that students may be moved to another location until they can be picked up. Explain the term “Evacuation”. This will ease anxiety and fear if/when an evacuation takes place.
- Explain that cell phones may be used by students to briefly communicate his/her status to you, such as, “I am safe”. Emergency responders will depend on cell phones for communication. If students and parents are trying to contact each other, cell circuits may become overloaded, interfering with the ability of emergency responders to communicate vital information.
- Whenever you are on school grounds, remain alert to activity in and around the school. Report any suspicious activity to school administration or law enforcement so they can investigate.
- Establish a family preparedness plan, including a communication plan. This will enable you to communicate with all family members during an emergency.
- In case of an emergency in which your child cannot go home, make sure there is another place he or she can go and be safe while waiting for a family members to pick them up.



In the event of an emergency at your child's school, it is important to know the following terms:

***Lockdown** - Used to protect the building from potential dangers in the building. During a lockdown, all interior and exterior doors are locked. No one is permitted to enter or exit the building until school officials and/or law enforcement have determined it is safe.

***Shelter-in-Place** - Used when an external event takes place (ex: gas leak, chemical spill) around the school, and officials determine the safest course of action is to keep students and staff inside the building until the external event is handled. If shelter-in-place extends beyond the school day, parents will be notified.

***Evacuation** - Used when the school is unsafe for students and staff to remain inside the building, the school will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter, or be relocated to a safe location off school property. In the event of an off-campus evacuation, the students will either be transported home or wait for family members to pick them up from the reunification site.

***Secure the Building** - Used to protect building occupants from potential dangers outside the building (ex: police pursuit of suspect). Students and staff will continue normal routine inside the building

What should I do during a School Emergency?

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

- Tune into local television or stations designated to carry JCS emergency information. Obtain current information about the incident from the following:
 - o District Website - www.jessamine.kyschools.us
 - o Download – Jessamine County School App
 - o Facebook – Jessamine County Schools
 - o Twitter - @JessCoSchools



Please do not go to the school. As we have learned from the past school emergencies, one of our greatest challenges is how to manage a large number of parents and concerned citizens rushing the scene to help. By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene, leaving to transport injured students and staff to emergency medical facilities.

- Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.
- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.

Your Child's Safety: Our #1 Priority

How Can I Be Reunited with My Child?

Several off-site locations have been determined in advance, but are not shared with parents until the incident unfolds. The relocation site will be announced in one or more ways to inform parents where to pick up their child/children.

- One Call
- School or District Website
- Social Media (Twitter and or Facebook JCS)
- Local Radio Stations
- Local TV Stations



Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at a designated family reunification site, bring a photo identification card. If you must send someone else to pick up your child, be sure it is someone who is listed on the school records as an individual authorized to do so. They must provide a photo ID. Your child will not be released to anyone who is unauthorized, or who cannot provide appropriate identification.