

## **SCHOOL SAFETY/EMERGENCY RESPONSE**

Students, parents, staff members and the community have a vital role in keeping schools safe. Anyone with information or knowledge of emergency situations and safety concerns that require immediate attention (weapons, drugs, and violence, and threats of violence etc.) are to report to law enforcement immediately. Other concerns, including harassment, discrimination, bullying are to be reported directly to your child's school principal, assistant principal, counselor, teacher or other staff member.

Adair County School District staff members recognize the responsibility in providing a safe and orderly school environment where students can learn. Being prepared for emergencies is one aspect of such an environment. The safety and security of our students is a primary goal of our schools.

The Adair County School System has in place an emergency management guide. The emergency management guide is designed to help school personnel, students, and community members know what to do when faced with emergency situations. The emergency management guide is available for review in each school office.

In order to prepare and be prepared for the safety of our students, staff and visitors various drills are held during the school year, including but not limited to building lockdown, severe weather, and earthquake. The following page provides the procedures that are followed to address or practice various emergency situations.

In addition to the emergency management guidelines, the school district has one **School Resource Officer, Mr. Kevin Atwood** who is assigned to the Adair County Schools. The School Resource Officer is employed through the Columbia City Police Department. He is a sworn law enforcement officer with all the powers and duties of any other law enforcement officer. The School Resource Officer is an important part of the school safety team and when available will respond during an emergency situation. Five school nurses are also employed by the district and available to respond during emergency situations.

While it is impossible to foresee all potential emergency situations, we continually prepare to best respond to emergency situations. School safety is a shared partnership between school, parents, community and emergency services/support agencies.

Schools are prepared to care for your children in critical situations. We will keep and care for your children as long as necessary. We have staff members who are first-aid/CPR certified to administer necessary medical care until medical services arrive.

If you hear of school emergencies, follow these procedures:

1. **TURN ON YOUR LOCAL RADIO STATION (WAIN 93.5/WHVE 92.7).** We will provide accurate and updated information as it is available.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines that must be used to respond to the emergency.
3. **DURING AN EMERGENCY DO NOT DRIVE TO THE SCHOOLS,** streets and access to the schools may be congested. Emergency and disaster personnel must be able to get to the schools.
4. If the emergency necessitates relocation of staff and students, follow these instructions:
  - A. Stay tuned to **WAIN 93.5** and **WHVE 92.7** radio stations for updated, accurate reports and information provided by the school district about when and where to pick up your child.
  - B. In most emergencies, your children will remain and be cared for at the school they attend. If for any reason your child's school must be evacuated during school hours, your child will be taken to and cared for at an alternate site. Information regarding this location and further instructions will be relayed to parents by local radio stations **WAIN 93.5** and **WHVE 92.7**.
  - C. No student will be dismissed from school unless a parent (or individual designated by parent) comes and signs out the student.
  - D. Although it is the prerogative of the parent to sign his/her child out of school during a tornado warning or other emergency; school staff requests that parents consider carefully the risk to themselves and their child to leave the building and transport during a warning or actual emergency. If the school receives official notification that an actual emergency is in progress, any persons in the school building will follow the direction of the principal/designee in charge.
5. **School Messenger** -The Adair County School District uses **School Messenger**, a mass notification system that provides quick mass notification to parents by phone, text, and/or e-mail of school closings, emergencies and other information. Please understand that in times of emergencies phone and internet service may not be available. **In order for phone contact to be possible, keep your household phone numbers, e-mail and address up-to-date by notifying your child's school when changes occur.**

## Universal Emergency Procedures

**Universal Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the principal, as Incident Commander, will decide which Universal Emergency Procedures to implement, based on the situation.**

**There are six basic procedures which can be utilized in responding to various emergencies:**

**1 – Evacuation 3 – Severe Weather Safe Area 5 – Lockdown  
2 – Reverse Evacuation 4 – Shelter in Place 6 – Drop, Cover and Hold**

<p><b>A. <u>Evacuation</u></b> (For use when conditions outside are safer than inside)</p> <p><i>When announcement is made or alarm sounded:</i></p> <ul style="list-style-type: none"> <li>▶ Take the closest and safest way out as designated (use secondary route if primary route is blocked or hazardous)</li> <li>▶ Assist those needing special assistance</li> <li>▶ Take roll book for student accounting</li> <li>▶ Do not stop for student/staff belongings</li> <li>▶ Go to designated assembly area</li> <li>▶ Check for injuries</li> <li>▶ Take attendance; report according to student accounting and release procedures</li> <li>▶ Wait for further instructions</li> <li>▶ Remain in Assembly area until the “all clear” code is given</li> </ul>	<p><b>B. <u>Reverse Evacuation</u></b> (For use when conditions inside are safer than outside)</p> <p><i>When the announcement is made:</i></p> <ul style="list-style-type: none"> <li>▶ Move students and staff inside as quickly as possible</li> <li>▶ Assist those needing special assistance</li> <li>▶ Report to classroom</li> <li>▶ Check for injuries</li> <li>▶ Take attendance; report according to student accounting and release procedures</li> <li>▶ Wait for further instructions</li> <li>▶ Remain in classroom until the “all clear” code is given</li> </ul>
<p><b>C. <u>Severe Weather Safe Area</u></b> (For use in severe weather emergencies)</p> <p><i>When announcement is made or alarm sounded:</i></p> <ul style="list-style-type: none"> <li>▶ Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)</li> <li>▶ Occupants of portable classrooms shall move to the main building to designated safe areas</li> <li>▶ Assist those needing special assistance</li> <li>▶ Take roll book for student accounting</li> <li>▶ Do not stop for student/staff belongings</li> <li>▶ Close all doors</li> <li>▶ Take attendance; report according to student accounting and release procedures</li> <li>▶ Wait for further instructions</li> <li>▶ Remain in the safe area until “all clear” code is given</li> </ul>	<p><b>D. <u>Shelter in Place</u></b> (For use in external gas or chemical release)</p> <p><i>When the announcement is made:</i></p> <ul style="list-style-type: none"> <li>▶ Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location</li> <li>▶ Assist those needing special assistance</li> <li>▶ Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release)</li> <li>▶ Take attendance; report according to student accounting and release procedures</li> <li>▶ Do not allow anyone to leave the classroom</li> <li>▶ Stay away from all doors and windows</li> <li>▶ Wait for further instructions</li> <li>▶ Remain in shelter until the “all clear” code is given</li> </ul>
<p><b>E. <u>Lockdown</u></b> (For use to protect building occupants from potential dangers in the building)</p> <p><i>When the announcement is made:</i></p> <ul style="list-style-type: none"> <li>▶ Students are to be cleared from the halls immediately and to report to nearest available classroom</li> <li>▶ Assist those needing special assistance</li> <li>▶ Close and lock all windows and doors and do not leave for any reason</li> <li>▶ Cover all room and door windows</li> <li>▶ Stay away from all doors and windows and move students to interior walls and drop</li> <li>▶ Shut off lights</li> <li>▶ BE QUIET!</li> <li>▶ Wait for further instructions</li> <li>▶ Remain in lockdown until the “all clear” code is given</li> </ul>	<p><b>F. <u>Drop, Cover and Hold</u></b> (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p><i>When the command “Drop” is made:</i></p> <ul style="list-style-type: none"> <li>▶ <b>DROP</b> - to the floor, take cover under a nearby desk or table and face away from the windows</li> <li>▶ <b>COVER</b> - your eyes by leaning your face against your arms</li> <li>▶ <b>HOLD</b> - on to the table or desk legs, and maintain present location/position</li> <li>▶ Assist those needing special assistance</li> <li>▶ Wait for further instructions</li> <li>▶ Remain in position until the “all clear” code is given</li> <li>▶ If <b>outside</b>, crouch low to the ground and stay away from power lines, poles and other objects</li> </ul>

**ADAIR COUNTY SCHOOL  
PERSONNEL  
TAKE SCHOOL SAFETY SERIOUS**

**If you become aware of any threat to school safety, contact law enforcement immediately by calling 911.**

**Local Law Enforcement Administrative Offices:**

**Kevin Atwood, School Resource Officer  
384-4119**

**Columbia City Police Department  
384-4119**

**Adair County Sheriff Department  
384-2776**

**Kentucky State Police  
384-4796**

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**Students, parents, school personnel and community members can help keep our schools safe by immediately reporting all safety concerns!**