

# YOUR IMPORTANT INFORMATION

## for 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:

- Listen to local radio stations for updates and reunification information
- Watch area television stations
- Visit [www.webster.kyschools.us](http://www.webster.kyschools.us) and district/school social media sites (SchoolWay, Webster County Board of Education Facebook page)
- Wait for a ONE CALL from the school system
- Check your e-mail if you are a subscriber to the Snow/Emergency notification service

### EMERGENCY NUMBERS AND NOTES

-----  
-----  
-----  
-----  
-----

*In an effort to provide a safer environment for our students in Webster County, the district has developed a comprehensive Emergency Response Plan in connection with local fire, police, emergency medical services and other responding agencies. Following is the information you, as a Webster County Schools parent, will need to know and follow in the event of an emergency at your child's school.*

## SCHOOL EMERGENCY

### “What can I do to prepare for a school emergency?”

1. Provide **accurate emergency contact information** to your child's school and update your information if changes are made.
2. Remove the attached **School Emergency Card for Parents** and carry it with you at all times.
3. Sign up to receive emergency information (school closing, cancellation, reunification sites, etc.) at [www.webster.kyschools.us](http://www.webster.kyschools.us) by clicking on the **SCHOOLWAY** notification system link on the district home page.

### 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 of the following:

- **Check your e-mail or other notification methods** if you are a subscriber to Webster's online parent notification.
- **WAIT** for a ONE CALL from the school system to give you further instructions and information

Visit the Webster County Schools website at [www.webster.kyschools.us](http://www.webster.kyschools.us) for up-to-date emergency information. In an emergency, the home page will show critical information.

### What NOT to do during a school emergency

#### NOT TO DO LIST

- 1.
- 2.
- 3.



- **DO NOT** panic!
- **DO NOT** call the school so that phone lines will be accessible for emergency personnel.
- **DO NOT** rush to your child's school so that emergency management personnel can tend to the situation.
- **DO NOT** trust any information given to you unless given by the school system or law enforcement.
- **DO NOT** contact your child by cell phone during an emergency. This can overload the phone system, cause delays in communication with first responders, as well as potentially jeopardize the safety of your child and others.

## *What do I need to know about school emergency terminology?*

### **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 kept in 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 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.

### **What is Shelter-In-Place?**

During a shelter-in-place, students are taken to an inner hallway or a room with few to no windows and take refuge there until it is safe to release students. Shelter-in-place takes place if there is threat of a tornado or high winds or if there is a hazardous material released into the atmosphere and it has been determined, with the assistance of outside agencies, that evacuation or early dismissal could possibly place students in danger. During a shelter-in-place, students will not be released until the incident has been resolved.

### **What is an Evacuation?**

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

### **What is a Reverse Evacuation?**

During a reverse evacuation, all exterior doors are locked and students are kept inside the building. A reverse evacuation takes place only if there is a threat outside of the building. Students will not be released until the incident has ended.

### **What is Reunification?**

Reunification is used when students have been removed from the school facility to their alternate location or when an emergency has occurred that affects the area around the school (e.g. hazardous materials release). Remember, a student can only be released to an adult listed with the school as an emergency contact with the school. Persons coming to pick up students **must** bring proper government-issued photo identification (driver's license, state ID card, military id card, passport, green card).

### **Drills**

Your child's school will be participating in drills for fire, earthquake, severe weather and lock down situations on a regular basis.

# Parent Emergency Guide

*Informative guidelines for parents to follow in case of a school emergency*



## WEBSTER COUNTY SCHOOLS

***"We Create Great Possibilities  
For Students"***