

When and Why are students and staff asked to Lockdown, Shelter-in-Place or Evacuate?

A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak; a weather emergency, such as a tornado warning; or an intruder in or near the school. The nature of a school crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation or any combination of these protocols, as a means to ensure the safety and well-being of students and staff.



**Your Child's Safety:
Our #1 Priority**

PREPARING FOR AN EMERGENCY

- The best preparation for any emergency is ensuring that your child's school has the most up-to-date contact information for your household.
- One Call messenger system pulls information directly from Infinite Campus.
- To ensure your information is correct, contact the school secretary to confirm.

The **DO**'s and **DONT**'s during an emergency

- **DO** tune in to local TV/Radio stations
- **DO** rely on official communication from the school or public safety officials via One Call and official Caverna social media accounts.
- **DO** check our school website:
- www.caverna.kyschools.us
- **DON'T** panic
- **DON'T** call or rush to your child's school. You may have difficulty getting through due to procedures in place designed to keep your child safe.

IF YOU SEE SOMETHING, SAY SOMETHING

- Many emergency situations can be avoided simply by being alert and alerting officials to potential threats to our schools. To report a threat go to the 24/7 tipline:

<https://homelandsecurity.ky.gov/SafeSchools/Pages/default.aspx>



School Emergency Information Guide



For Parents and Guardians



Caverna Independent Schools
1102 N. Dixie Hwy
Cave City, KY 42127
270-773-2530
www.caverna.kyschools.us

Safety Terms and Procedures

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

LOCKDOWN

A lockdown takes place if an internal or external threat is identified at or near the school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school will be allowed by anyone except law enforcement personnel until an "all clear" announcement is made. Students will NOT be released during a lockdown.

SHELTER-IN-PLACE

Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry into or exit from the school will be allowed until an "all clear" announcement is made. Students will NOT be released during a shelter-in-place.

EVACUATION

In the event of certain building emergencies, students will be moved to a relocation site. Students will ONLY be released to parent/guardians with picture ID who are on the official school student release and permission list. This procedure is necessary to account for the whereabouts of all students.

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:

- Visit the Caverna website at www.caverna.kyschools.us. In an emergency, the home page will give critical information.
- Check your school's official social media accounts (twitter, facebook)
- Keep your phone close by for One Call messages via call or text.
- Tune in to local television (WBKO 13) or local radio (WCLU 1490AM, 102.3FM, 103.1FM or WLOC 1150AM, 101.7FM)



In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or rush up to the school and get your child. The truth is, this only complicates matters from a safety and security standpoint.

Parents too close to an incident often hinder the rescue attempts of police and fire officials on the scene. The BEST action parents can take in an emergency is to stay close to their phone and email and to monitor local radio and TV reports for regular updates and instructions.

How Can I Be Reunited With My Child

In the event of an emergency, students may be transported to an off-site location via school buses. It is important that parents do not come rushing to the school to get their child.

The Parent-Child Reunification location will be announced using the methods previously described in this brochure. Be aware, you WILL NOT be able to pick up your child without proper ID. Also, you must be listed on the official emergency roster for the child.

The reunification process can be time consuming, so parents are urged to be patient.



Standard Reunification Method
Role of Parents & Guardians



Stay Home



Stay Informed



Be Ready!