

SCHOOLS SAFETY/EMERGENCY MANAGEMENT GUIDELINES

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 two **School Resource Officers, Ofc. Kevin Atwood and Ofc. Charles Greer** who are 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. **During a potential emergency**, school staff will advise parents to consider the risk to themselves and their child of not following safety precautions. However, once emergency procedures are implemented for students, staff, and others at the emergency site, everyone will be expected to follow the emergency procedures. The safety of all persons at the site will be the first priority and focus of the principal and school staff. Disruption of the emergency procedure implementation that endangers the safety of students, staff and others will not be permitted.

School Messenger Notification System - 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.**

**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, ACHS School Resource Officer
270-384-2751 or 270-384-4119**

**Gary Roy, ACMS School Resource Officer
270-384-5308 or 270-384-4119**

**Mark Harris, ACES School Resource Officer
270-384-0077 or 270-384-4119**

**John Harris, ACPC School Resource Officer
270-384-3367 or 270-384-4119**

**Columbia City Police Department
270-384-4119**

**Adair County Sheriff Department
270-384-2776**

**Kentucky State Police
270-384-4796**

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