

Humphreys County Schools Emergency Preparedness Information for Parents/Guardians

Dear Parents/Guardians:

Should an emergency or disaster ever arise in our community while school is in session, we want you to be aware that our district and school leaders have prepared to respond effectively and efficiently to such situations. Much time and effort is invested in 1) assessing our school facilities and campuses continuously to identify vulnerable areas where safety and security improvements can be made, 2) working with local first responders to develop Emergency Operations Plans (EOPs) that are based on prevention/preparedness, mitigation, response, and recovery components, 3) training staff and students to carry out these plans to the best of their ability, and 4) reviewing and improving plans annually. Below, you will find some very important information that will help you know what to expect in the event of an emergency affecting your child's school. Your cooperation is necessary for the safety of staff, students, and visitors, and an expedient reunification with your child.

1. Do not telephone the school. The few telephone lines that are available will be needed for emergency communication.
2. Do not go to the school or evacuation site, until notified to do so. The presence of additional vehicles and people on campus hinders the response of the first responders and further threatens the safety of all involved.
3. In a serious emergency, students will be kept at their schools or evacuated to an alternate site (either on or off campus, depending on the specifics of the emergency). Only a responsible adult, who has been identified as such on a School Emergency Contact Card, will be permitted to pick up a student. This card must be filled out by parents/guardians at the beginning of every school year. **Any changes to a child's emergency contact list should be communicated to the school principal promptly.** Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/She is 18 years of age or older.
 - He/She is usually home during the day.
 - He/She could walk or drive to the school or reunification site if necessary.
 - He/She is known by your child.
 - He/She is both aware and able to assume this responsibility.

Communications:

4. Turn your television to one of the Nashville channels—Channels 2, 4, 5 or 17.
5. Visit the school and/or district website (www.hcss.org). Official information will be provided on a consistent, on-going basis.
6. The school will likely send out a group message via the Remind app. The school district will utilize the "all call" system called School Messenger. The phone number that will appear on your caller ID is 931-296-2568 (the Humphreys Co. Board of Education). Be sure to keep your contact information updated so that you do not miss these important messages!

Reunification Procedures:

7. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency. Students will be released only to parents and persons listed on the Emergency Contact Card—**NO EXCEPTIONS!** This is to allow the school to maintain accountability for all students and ensure that the child is released to an authorized person. Students who drive to school will not be allowed to leave on their own until the emergency is over, and they have been accounted for by school staff. If students have been moved to an off-campus reunification site, student drivers will follow the same reunification procedures as other students.
8. During an extreme emergency, students will be released at designated locations known as “reunification sites.” To maintain the security of these sites, they will not be announced to you until students have been transported to that location and staff are prepared to begin the release process. Please be patient and understanding with the student release process.
9. Once the reunification location has been announced, you may come and pick up your child. **Be sure to bring your photo identification with you! It will be required for verification and student release.**
10. The decision to keep students at school or transport them to another location will be based upon the most current information provided by law enforcement, the fire department, or Humphreys County Emergency Management Agency.
11. If the emergency takes place during the time that students are being picked up and transported to school in the morning, students will be kept on the bus, additional student pick-ups will cease, and the driver will immediately proceed to the nearest school to await further instructions. The receiving school will attempt to communicate with your child’s school, to inform them of their location. Any child not yet picked up by the bus remains the parent or guardian's responsibility.
12. If an emergency occurs in the afternoon, the driver will make every attempt to continue delivering students to their homes. Should road or weather conditions prevent the driver from delivering students to their homes in the afternoon, the driver will deliver the students to the nearest school.
13. **IMPORTANT:** Any time the school’s Emergency Operations Plan is activated, and a **Shelter-in-Place** (e.g. tornado warning or HAZMAT situation) or **Lockdown** (such as an armed intruder) is initiated, students will not be released to parents/guardians who come to the school until the “All Clear” is given. The focus of all staff at that time must be on implementing emergency procedures—not signing out students. Please understand that this is necessary to protect everyone inside the school.

Anonymous Reporting:

If you see or hear anything that concerns you, please report it to the school principal or SRO immediately. If you do not feel comfortable doing so, you can report all threats and suspicious behaviors anonymously by using the TN Department of Safety & Homeland Security’s free SafeTN app. In addition to sending a tip, you can also get help with issues related to mental health, substance abuse, and bullying. All reported threats will be investigated by the school’s trained *Behavioral Threat Assessment Team*.

If you have any questions concerning the information above, feel free to reach out to Kristi Brown, Coordinated School Health & School Safety Supervisor at 931-296-2568 ext. 2250.

Wishing you and your child a safe and successful school year!!!