



Parent / Guardian Emergency Guide

Please avoid contacting your child by cell phone during an emergency. This can overload the phone system and cause delays in communication between the school, first responders, and the media.

What is Shelter-In-Place?

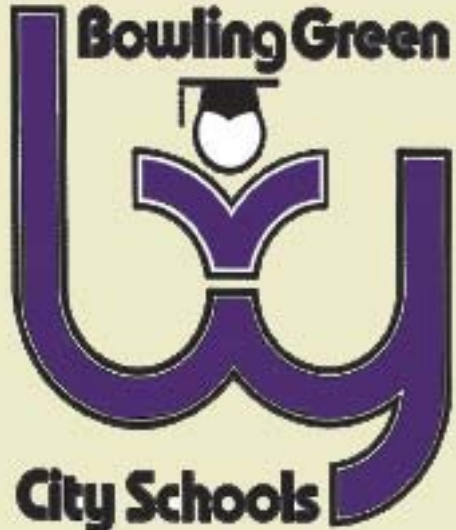
During a shelter-in-place students are taken to an inner hallway or a room with few to no windows and take refuge there until it is safe to release students. Shelter-in-place takes place if there is threat of a tornado or high winds or if there is a hazardous material released into the atmosphere and 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 is over.

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 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).

This brochure contains information regarding the Bowling Green Independent School District Emergency Response and Crisis Management Plan. The plan has been revised and implemented through the Green River Regional Educational Cooperative Emergency Response Project.

Informative Guidelines to follow in case of a school emergency.



EMERGENCY NUMBERS AND NOTES



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In an effort to provide a safe environment for our schools, the Bowling Green City School District has developed a comprehensive Emergency Response Plan in connection with local fire, police, emergency medical services, and other responding agencies. This brochure contains the information you as a parent or guardian will need to know and follow in the event of an emergency at your child's school.



What can I do to prepare for a school emergency?

Provide accurate emergency contact information to your child's school and update the information as changes are made.

Remove the attached Emergency Tip Card and carry it with you at all times.

Sign up for the News and Emergency Notification Email Service (www.b-g.k12.ky.us/parents.htm)

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 **email** if you are a subscriber to the News & Emergency Notification Service.
- Tune into local television (**WBKO & WNKY**) and radio (**WSMV, WKCT, WUHU, WCVK, WKYU, WBVR, WGGC, WKLX, WCLU**) for news alerts.
- Visit www.b-g.k12.ky.us.
- If other information sources are not available, call the Bowling Green City Schools Central Office at (270) 746-2200.

What do I need to know about school emergency terminology?

What is an evacuation?

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

What is a Lockdown and what should I do if one is occurring at my student's school?

During a lockdown all exterior and interior doors are locked and students are confined to 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 a Lockout?

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

IMPORTANT INFORMATION you should have during a school emergency

EMERGENCY TIP CARD

After an emergency, get important information and instructions by doing one of the following:

- Listen to one of the following radio stations: **WSMV, WKCT, WUHU, WCVK, WKYU, WBVR, WGGC, WKLX, or WCLU**
- Watch either **WBKO** or **WNKY** Television
- Visit www.b-g.k12.ky.us
- Check your email if you are a subscriber to the **News/Information Notification Service**

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