



Please remove the attached cards and carry with you at all times.

**What To Do During An Emergency**

Monitor the telephones whose numbers have been provided to our school. Do not call the school.

Tune in to local TV or radio stations for updates and instructions.

Check your email if you have subscribed to our email communication service.

If Apollo is evacuated, your child will be taken to DCHS or the Sportscenter. Go there when/if directed; take identification.

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The mission of Daviess County Public Schools is to prepare students for success. In the event of an emergency or disaster situation, our school has two goals:

- 1) To keep our students and staff safe;
- 2) To keep parents and the community informed with accurate information.

Here are some of the things we have done to keep our students safe:

The DCPS district has developed an emergency response plan in connection with our local police, fire, emergency medical services and other responding agencies.

DCPS has implemented a telephone messaging service that will allow us to make many calls very quickly — up to 1,000 per minute. Inform the Apollo High School office of any updates in your family’s telephone numbers.

Our district has remodeled all front entrances to ensure that visitors must check in at the office as soon as they enter the building. This allows us to keep an accurate record of who is in the building at all times.

DCPS has updated our emergency response procedures. Copies of an easy-to-use reference guide have been placed in every classroom. These resources include information about how to respond to various events, including severe weather, natural disaster or lockdowns. In addition, lockdowns and other emergency response drills are regularly practiced at Apollo High School.

Members of local law enforcement agencies have “access cards” that will enable them to respond without delay to an event in any of our schools.

Communication is important in the identification and prevention of potential issues. We encourage you to call our 24-hour anonymous TIP line at 684-9466 with any concerns.

# Apollo High School Parent Emergency Guide

**Information and guidelines to follow in case of a school or community emergency**



Apollo High School  
2280 Tamarack Road  
852-7100

Principal — Charles Broughton  
Charles.Broughton@daviess.kyschools.us

## What is Shelter-in-Place?

During a shelter-in-place, students are taken to an inner hallway or a room with few or no windows and stay there until it is safe to release students. Shelter-in-place is used if there is a threat of tornado or high winds; if there is hazardous material released into the atmosphere; or if emergency agencies determine that evacuations or early dismissal could potentially place students in danger. During shelter-in-place,



students will not be released until the incident is over.

## What is a Lockdown, and what should I do if one is occurring at Apollo?

During a Lockdown, all exterior and interior doors are locked and students are secured in their classrooms. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building.

A Lockdown takes place if a threat or possible threat is identified inside the school. (A Lockout is similar and takes place if a threat is identified in the vicinity of the school.) If you are notified of a Lockdown, do not go 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 an Evacuation?

During an Evacuation, students are sent outside to prevent harm/injury due to an emergency inside the school, such as a fire. If students must leave Apollo High School for safety reasons, your child will be taken to Daviess County High School or the Sportscenter.

## What is Parent-Child Reunification?

When students have been removed from the school, or when an emergency has occurred that affects the area around our school (such as a hazardous materials release), Apollo students will be taken to DCHS or the Sportscenter. Parents should go there to get their child. Remember, a student can only be released to an adult who is listed as an emergency contact on school records, so be sure to keep that list updated. Anyone attempting to pick up a student must show proper photo identification (driver's license, state ID card, military ID card, passport or green card).



## What You Can Do Now

Carry this card at all times.  
Be sure your school office always has updated phone numbers for your family.  
Read this brochure and become familiar with the procedures that are listed here.  
Call our 24-hour confidential TIP line at 684-9466 to share information about suspected disrupted behaviors, or any concerns you might have.  
If you miss a call from our automated telephone messaging system, or want to hear a message again, call 1-877-698-3261. Press "1" and enter your phone number (with area code). Follow the prompts to listen to the recorded messages.

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