



Print these cards and carry them 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 for messages sent via Infinite Campus Messenger.

If a school is evacuated, your child will be taken to an off-campus secure location.

Directions will be announced; take ID.

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In the event of an emergency or disaster situation, our schools have two goals:

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

Here are things we do to keep students safe:

DCPS uses the Infinite Campus Messenger system to communicate emergency information via phone call, text and/or email.

DCPS has renovated most school entrances to create secured vestibules. Visitors are greeted at a reception window. If entry to the school is necessary, visitors are required to leave photo ID in the office and sign in through our visitor logging system. This allows us to know who is in the building at all times.

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

Lockdowns and other emergency response drills are regularly practiced at all DCPS schools.

This is what you can do:

Update the Infinite Campus Parent Portal with current telephone numbers and contact information.

Be prepared to sign in at school office and show photo identification.

Communication is essential to identify and prevent potential issues.

Contact your school or call our 24-hour anonymous tip line at (270) 684-9466; or visit www.dcps.org and click on the STOP Tipline logo to report concerns.

In emergency situations, call 911.

Daviess County Public Schools

Parent Emergency Guide

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



Daviess County Public Schools

1622 Southeastern Parkway

(270) 852-7000

contact@dcps.org

www.dcps.org

What is Shelter-in-Place?

During a shelter-in-place, students are taken to a first-floor 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 my child's school?

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, or Heightened Alert scenario, is similar and takes place if a threat is identified in the vicinity of the school (outside 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 the campus for safety reasons, your child will be taken to a secure location and you will be notified.

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), students will be taken to a secure location that will be announced through the Infinite Campus Messenger system and media sources. A student can be released only to an adult listed as an emergency contact on school records, so keep that list updated through the Infinite Campus Parent Portal. Anyone attempting to pick up a student must show photo identification (driver's license, state ID card, military ID card, passport or green card).



What You Can Do Now

- Keep this card with you and be familiar with the procedures listed on this document.
- Keep the Infinite Campus Parent Portal updated with current phone numbers and email addresses for your family.
- Report suspected disruptive behaviors by calling 911, your child's school or the 24-hour confidential TIP line (270) 684-9466; or visit www.dcps.org and click on the STOP Tipline logo to submit an anonymous report. This online reporting system is monitored by trained administrators who review and respond immediately to reported concerns.

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