

In an effort to provide a safer environment for our schools in Clarksville-Montgomery County, the district has developed a comprehensive Emergency Management Plan in connection with local fire, police, emergency medical services and other responding agencies. Following is the information you, as a Clarksville-Montgomery County Schools parent/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?

1. Provide **accurate emergency contact information** to your child's school and update the information as needed. This is used for the Connect-Ed emergency messaging system.
2. Remove the attached **School Emergency Card for Parents/Guardians** and carry it with you at all times.
3. Be sure you are receiving emergency phone and/or email messages (school closing, cancellation, reunification sites, etc.) via Connect-Ed.

## What should I do during a school emergency?

When an emergency occurs that affects the school, parents/guardians can get important information by doing one of the following:

- **Check your phone and/or email** for Connect-Ed messages.
- **Visit the Clarksville-Montgomery County School District website at [www.cmcss.net](http://www.cmcss.net) for up-to-date emergency information. In an emergency, the home page will show critical information.**
- **Tune into the local television or radio stations for news alerts.**
- **If other information sources are not available, call the Clarksville-Montgomery County Schools Central Office 931-648-5600.**



## 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 *Reverse Evacuation*?

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

### 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 school. No entry or exit of the school is allowed. A lockdown takes place if a threat or possible threat is identified. The main entrance doors will be secured 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.



*Please keep the Parent/Guardian Emergency Procedures Card below in your possession at all times.*

### Parent/Guardian Emergency Procedures Card

**Carry this card at all times.**

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

- Check your email or phone for Connect-Ed messages
- Listen to a local **radio** station or watch a local **television** station for updates and reunification information
- Visit the district website at [www.cmcss.net](http://www.cmcss.net)

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# School Emergency Information for Parents & Guardians

Informative guidelines for parents and guardians to follow in case of a school emergency.

Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communications.

## Emergency Numbers and Notes:

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### 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 them. Shelter-in-place occurs when 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).



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