Forest Hills School District

ENGAGE • EMPOWER • EXCEL

EMERGENCY GUIDE

Suzanna Davis, Superintendent

Forest Hills School District serving Anderson Township and the Village of Newtown

AHS THS NMS AYR MDX MER SWD SUM WIL



In Forest Hills School District, safe and secure learning environments are the first priority: ***students must first feel safe in order to grow academically, socially and emotionally.***

FHSD works to provide a safe and nurturing educational environment for all students so they can focus on being fully engaged in their schools. With that in mind, the district works with local law enforcement and emergency management agencies to continually review and refine building safety plans that include specific procedures should an incident occur. In addition, the district has implemented several policies, procedures and committees to support this work.

Every emergency situation is unique in initiation and response so the information in this material is not all inclusive. However, it is intended to provide a better understanding of FHSD responses in the event of a crisis or emergency.



An emergency is any unexpected incident that could affect the health or safety of FHSD students or employees, such as a disruption in utilities or a national emergency. Emergencies can affect one child, one school or the entire school district.

When an emergency occurs, school officials evaluate the seriousness of the situation and determine the best plan of action to respond quickly, safely and appropriately. Emergency responders, such as police, fire and medical teams, are notified and assist as needed.

Each FHSD school has received security enhancements, including security vestibules that prevent direct access to schools. (Pictured: Nagel Middle School)

EMERGENCY RESPONSE



Each Forest Hills school has an emergency preparedness plan outlining possible scenarios and responses that vary based on conditions and situations. The crisis management team, a team in each school that has emergency training, determines the best crisis response. In the event that the response includes an emergency student dismissal, it is important for parents to understand that students will be dismissed to parents once danger has passed.

The following are the most common response options:

- **LOCKDOWN**
  A lockdown may be used in response to an event inside or outside of a building. During a lockdown, students are restricted to their classroom and are not released outside of the classroom until lockdown procedures have concluded.
- **SHELTER-IN-PLACE**
  This protective action is enacted when an event takes place outside of the building and officials determine the safest course of action is to keep students and staff inside the building until the external event is resolved. During shelter-in-place, there could be student movement within the building, but students will not be released outside of the building until the shelter-in-place procedures have concluded.
- **EVACUATION**
  If it is unsafe for students and staff to remain inside the building, the building will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter or may be relocated to a safe location off of school property, depending on a variety of circumstances.
- **EMERGENCY SCHOOL CLOSING**
  This procedure will take place when school officials determine students are safer at home than at school or trying to get to school. This most often occurs due to loss of utilities or a weather emergency.

If FHSD intends to send students home or evacuate from a particular location to another location, specific information will be communicated through a phone call to the parents of students in the affected building.

In any emergency situation, it is critically important school leaders and safety personnel can quickly respond. According to law enforcement and safety officials, it is important that parents wait for a call to pick up their children rather than rush to a site. Parents of students in the affected building will receive detailed information as soon as possible.

RESPONSE TO ACTIVE AGGRESSOR

FHSD students and staff in all buildings are trained three times each year in an emergency response process known as ALICE. Most often used in the event of an active aggressor, ALICE empowers students and teachers to ensure their personal safety.

It is important to remember that ALICE is not a linear progression and response actions are dependent upon the individual situation. Decisions are made by teachers and students to ensure their personal safety.

ALERT - Alert students and staff of an active aggressor

LOCKDOWN - Barricade a locked door with large objects (desks, chairs, shelves, etc.)

INFORM - Listen for communication, make informed decisions as to what action be should be taken

COUNTER - If confronted by an aggressor, attempt to distract or confuse in order to get away

EVACUATE - Leave the area if it is unsafe based upon all available information and observations

STUDENT RELEASE/STUDENT-PARENT REUNIFICATION

In the event of an emergency situation during which a parent chooses to remove his/her child from school, or that requires students to go home, FHSD will care for each student until a parent arrives or until it is safe to transport the student home using school district transportation. Be assured that no child will be left alone.



In a **situational student release**, school officials determine that students and staff members need to temporarily evacuate a building but DO NOT need to close school or dismiss students. Parents who elect to remove students during the time of an evacuation will need to report to a designated area with photo ID to sign out students. Emergency contacts designated for student release by parents may also remove specific students from school with a photo ID. For safety reasons, no other individuals are permitted to take students from a school.

Reunification occurs when school officials determine that students and staff members need to evacuate a building, close school and dismiss students. The closing of school may require that the students be relocated to a secondary location. If students are relocated to an off-campus reunification site, a "gated reunification system" will be in place. Parents or emergency contacts will be required to pick-up students either on campus or from the secondary reunification location.

In the event of an **evacuation to another location**, parents of students in the affected building will receive a phone call with detailed information. Evacuation locations are not made public in advance so as not to jeopardize the efficiency or safety of the plan.

GATED REUNIFICATION SYSTEM

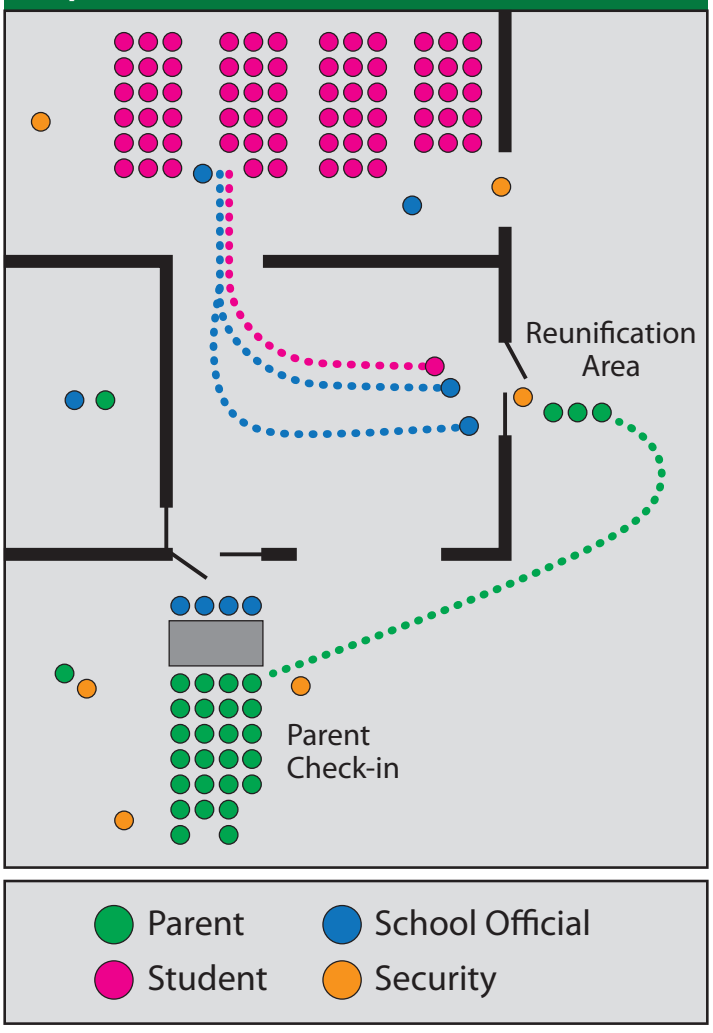
Students may only be released to a parent or emergency contact designated for student release. Photo identification is required.

Upon arrival at the reunification site, parents will:

1. ***Report to the parent check-in area***
2. ***Complete a reunification card***
3. ***Be escorted by a staff member to his/her child***
4. ***Sign the reunification card to ensure all students are accounted for and safe***

Details of safety plans and evacuation locations are not made public so as not to jeopardize the efficiency or safety of the plan. In the event of an evacuation to another location, parents will receive a phone call with detailed information.

Sample reunification scenario



CRISIS RESPONSE TEAM

FHSD personnel are trained using the Traumatic Event Crisis Intervention Plan. TECIP is a school-based framework designed to meet the emotional and psychological needs of students and staff in the aftermath of a traumatic event.

Forest Hills School District
Communications Department
7946 Beechmont Avenue
Cincinnati, Ohio 45255

Non-profit
US Postage
PAID
Cincinnati, OH
Permit No. 1117



TIP LINE 844-SAFEROH

Through partnerships with the Ohio Department of Education and the Ohio Department of Public Safety, every school in Forest Hills School District has been registered for SaferOH, a tip line that helps proactively ensure the safety and well-being of students.

By calling 1-844-SAFEROH, students and adults can share information regarding threats to school or student safety (such as bullying, suicides or violence) with district and law enforcement officials.

Callers may remain anonymous or share their contact information for possible follow-up. The line will accept both calls and texts 24 hours a day, 7 days a week.

Like. Follow. Share.

Website: www.foresthills.edu
Twitter: @FHSchools
Facebook: facebook.com/ForestHillsSchoolDistrict

QUESTIONS

Direct questions to Ali Moore, Director of Student Services, at 231-3600 or alimoore@foresthills.edu.