

# Arcanum-Butler Local Schools



## Emergency Operations Plan

The Arcanum-Butler Local School District has developed an Emergency Operations Plan pursuant to Section 3313.536 and 3737.73 of the Ohio Revised Code and Section 3301-5-01 of the Ohio Administrative Code, conforms to the National Incident Management System (NIMS) and all applicable Homeland Security Presidential Directives.

The Emergency Operations Plan addresses Arcanum-Butler LSD planned response to extraordinary emergency situations associated with all hazards including natural disasters, technological emergencies and biological incidents. It is the principle guide for mitigating emergencies and incidents; ensuring protection of life, health, safety and property and aiding in recovery operations to ensure that the school returns to pre-emergency operation.

## Annual Safety Drills

Each year the Arcanum-Butler Local School District is required to perform School Safety Drills and Rapid Dismissals as outlined below:

- Six (6) rapid dismissals
- Three (3) safety drills
- One (1) theoretical safety drills

## Resources for Parents

[darkecountyma.org](http://darkecountyma.org)

[ready.gov/kids](http://ready.gov/kids)

[fema.gov](http://fema.gov)

## Administration

Mr. John Stephens  
*Superintendent*

Mr. Jason Stephan  
*High School Principal*

Mr. Marcus Bixler  
*Middle School Principal*

Mrs. Joni Pechie  
*Elementary Principal*

Mr. Jeremy Hyden  
*School Resource Officer*

## Board of Education

Mr. Ed Everman, President

Mr. Tracy Fout, Vice-President

Mrs. Beverly Delk

Mr. Kelly Norris

Mr. Mark Trask

## School Day Times

High School / Middle School  
7:35 a.m.—2:30 p.m.

Elementary  
8:55 a.m.—3:30 p.m.

[arcanum-butler.k12.oh.us](http://arcanum-butler.k12.oh.us)



Arcanum-Butler Local Schools  
Arcanum Elementary  
Arcanum Middle School

@ArcanumButler  
@ArcanumHS  
@ArcanumMiddle  
@ArcanumElem



# SCHOOL EMERGENCY INFORMATION GUIDE

## FOR PARENTS AND GUARDIANS

2011 Trojan Ave.  
Arcanum OH 45304

(937) 692-5174—phone  
(937) 692-5959—fax

## Safety Terms & Procedures



In the event of an emergency at school, it is important to know the following terms:

### LOCKDOWN

A lockdown takes place if an internal or external threat is identified at school. All school doors are locked and students are confined to classrooms. No entry into or exit from the school will be permitted until an "all-clear" announcement is made. Students will not be released during a lockdown.

### SHELTER-IN-PLACE

Students take refuge in designated areas to protect them from hazardous materials or severe weather. No entry or exit from the school will be permitted until an "all-clear" announcement is made. Students will not be released during a shelter-in-place.

### EVACUATION

In the event of certain building emergencies, students will be relocated to an evacuation assembly area. Students will be released ONLY to parents/guardians and those listed on student emergency medical forms with picture ID and permission from a district official. This procedure is necessary for the whereabouts of all students.

### ◆ When and why are students asked to lock down, shelter-in place or evacuate?

A school crisis can take a number of forms including an environmental event, such as a chemical spill or gas leak, a weather emergency, such as a tornado warning, or an intruder in or near the school. The nature of the crisis dictates whether school officials will put in place a lockdown, shelter-in-place, evacuation or any combination of two of these protocols, as a means to ensure the safety and well-being of students and staff.

### ◆ How can I be reunited with my child?

Parents/Guardians will be directed by school or public safety officials via TV/Radio, Automated Phone (OneCall) and/or the school's social media (Facebook, Twitter). **Students will be released ONLY to parents/guardians and those who are documented as emergency contacts on the emergency medical forms and who present a picture ID such as a driver's license, military ID or passport.** The reunification process can be time-consuming so parents are urged to be patient.

### ◆ How can I help?

**BE PREPARED FOR A SCHOOL EMERGENCY**

Ensure that your child's emergency contact information is accurate and current.

The district uses One Call, Facebook and Twitter to notify parents of inclement weather and emergencies.

Understand that the district has emergency communication procedures it follows. Please be patient as the procedures are put into action.

### ◆ In Case of a School Emergency

Although your first reaction would be to call or rush to school, **please** follow the tips listed below.

**DO tune into local TV/Radio stations for official school news alerts.**

**DO rely only on official communication from school or public safety officials.**

**DO listen for official information regarding reunification with your child.**

**DO NOT call or rush to the school. Your presence could interfere with emergency responders.**

**DO NOT phone your child or school. Staff and students are discouraged from using cell phone communication for safety reasons.**

