Butler County Area Vocational-Technical School
210 Campus Lane • Butler, Pennsylvania 16001 • Phone (724) 282-0735
Fax (724) 282-7448

Dear Parent or Guardian:

The purpose of this letter is to assure you of our concern for the safety and welfare of all students in the Butler County Area Vocational-Technical School. The School's emergency plan provides for response actions to be taken in all types of emergencies; therefore, several types of protective responses are planned as follows:

PRECAUTION	SCOPE
• Evaluation	Evaluation should take place if it is determined that it is safer outside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.
• Reverse Evacuation	Reverse Evacuation should occur when students are outside and conditions are safer inside the building than outside, generally when conditions involve severe weather, community emergencies, or a hazardous material release outside of the school building.
• Lockdown	The primary objective of a Lockdown is to quickly ensure all school staff, students, and visitors are secured in the rooms away from immediate danger.
• Shelter-in-Place	The primary objective of a Shelter-in-Place is a precaution aimed to keep the occupants safe while remaining indoors from a hazardous material (or a similar event that requires respiratory protection) incident.
• Safe Cover	Safe Cover is a precaution aimed to keep the occupants safe while remaining indoors from primarily a weather related (tornado, hurricane, etc.) event.
• Drop, Cover, & Hold	Drop, Cover, & Hold is a precaution aimed to keep the occupants safe while remaining indoors from an event with limited or no warning, such as: sudden weather event or earthquake.
• Hold Students	Hold Students precaution aimed to keep the occupants safe and remaining indoors from a weather related (severe storm, heavy snow, etc.) incident after normal dismissal hours.

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Additionally, if your residence should be in an endangered area, and the school is not, your children will be cared for in their regular school until the danger has passed, or you or a person you authorize comes to the school to regain custody. If a total evacuation becomes necessary, your children will be bused to the host school shown on the attached sheet. That school is/may be designated by the Butler County Emergency Management Agency as the reception center to which the general public evacuates should the latter also be necessary. In either case, you will be kept informed on the location where you can regain custody of your children through local radio and television announcements and/or any other communication tools available.

Parents or others authorized to pick up a student will be required to provide identification at the pick-up point and sign a release register prior to release of a student to their custody. Identification may consist of a driver's license, social security card, voter registration card, etc.

In the event your child (children) has a personal means of transportation (auto or motorcycle) at school during the declared emergency and ordered evacuation, your consent is also required before the student (child) will be released and authorized to evacuate in his/her own mode of transportation.

I specifically urge that you not telephone schools, or attempt to make different arrangements. This will only create confusion and divert staff and faculty members from their assigned emergency duties.

In the event telephone service is lost, mass media will be used to communicate status, procedures and future considerations. Loss of mass media communications could necessitate the use of route alerting and/or neighborhood communications network.

Emergency conditions may also require that an individual school, or even the entire school district will have to close for a period of time. In that event, students may be required to complete daily classroom assignments while at home or another living arrangement. You will be informed on this requirement through newspapers and radio and TV stations. In addition, you will be informed on the method by which daily class assignments are delivered and completed assignments are returned to the teachers.

In order to ensure the safety of the children of our school and ensure the continuity of their education, I urgently request the cooperation of all parents.

Sincerely,

Mr. Jared Ryan
Principal/Assistant Director

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SENDING SCHOOL DISTRICT	SENDING SCHOOL
Butler Area School District Vo-Tech Students	Butler Area Senior High School
NOTE: If Butler Area Senior High School has to evacuate, please refer to the Butler Area School District letter informing parent or guardian of their district school's emergency plan.	
Karns City Area School District Vo-Tech Students	Karns City High School
Knoch School District Vo-Tech Students	Knoch High School
Mars Area School District Vo-Tech Students	Mars Area High School
Moniteau School District Vo-Tech Students	Moniteau High School
Seneca Valley School District Vo-Tech Students	Seneca Valley Intermediate and High Schools
Slippery Rock Area School District Vo-Tech Student	Slippery Rock High School

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STUDENT PICK-UP AUTHORIZATION

I, _____, authorize Butler County Area Vocational-Technical
(Name – please print)
School to release my below listed student to the persons designated in consonance with the

Butler County Area Vocational –Technical School Emergency Operations Plan.

Student

_____

Designated Custodians

_____
Name, Relationship

_____
Name, Relationship

_____
Name, Relationship

Vo-Tech Program Student Attends:

_____

_____
Parent Signature Date

_____
Parent's Name (please print)

_____
Parent's Primary Phone Number

In the event my child (children) has a personal mode of transportation at the school when an evacuation is ordered, I authorize him/her to use the personal mode of transportation for evacuation travel purposes and to transport other immediate family members also, if feasible.

_____
(Signature, Date)

_____
(Name of Parent/Guardian)

NOTES: Parents and guardians should designate themselves as designated custodian. Friends, neighbors, and other relatives may be so designated. Please type or print neatly in the appropriate spaces.