

Dear Parents or Guardians

Providing for your child's safety when at school in our care is a major responsibility of our staff. Bartlett High School has a disaster plan. This letter is to inform you of the procedures that have been established in case of an emergency that requires the students to be evacuated from the school building and picked up by an adult.

The need to close a school and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a fire, earthquake, or severe storm. At times, communication and/or transportation may be disrupted. The procedures listed below must be followed to ensure the safety of all involved.

- Calling The School – Please do not call the school. It is essential that the telephone lines are open for emergency calls. Please tune in to your local TV or radio station for information and updates. If possible, information will be released via our Blackboard Communication and posted on the school website and BHS social media platforms.
- Parking – Please avoid traffic congestion at the school by not driving immediately to the school. The school access route and street entrance areas must remain clear for emergency vehicles. Please do not try to park in the parking lot at the school or in the parking lot across the street from the school. The emergency vehicles will need access to all areas of the school and students.
- Student Pick-Up – In order to pick-up a student, you must have proper photo identification. No student will be dismissed from school unless a parent/guardian (or individual designated by a parent/guardian) comes for him or her. No student will be allowed to leave with another person unless we have written permission, or that person is listed on the student's emergency contact information. All parents, guardians, or designated persons who come for students must sign out at the office or from the alternate release location, which will be at the northeast entrance of the football field behind the school. Signs will be posted if this alternate location is required. You will also need to sign a required form for the student to be released to you.

Please do not try to find your child on your own. The school staff will be responsible for dismissing and releasing your child.

- Evacuation Sites – If the school grounds need to be evacuated, the students will be moved to the school's alternative emergency locations.

Walking evacuation – Bartlett Methodist Church (5676 Stage Rd, Bartlett, TN 38134 901-386-4563) and Waypoint Baptist Church (5586 Stage Rd, Bartlett, TN 38134 901 388-5575)

Transported evacuation – Bartlett Recreation Center (7700 Flaherty Pl, Bartlett, TN 38133 901-385-6470) and Bartlett Station Municipal Center (5868 Stage Road, Bartlett, TN 38134 901-380-4771).

Please remember to remain calm. The students are in the hands of trained faculty and staff members that will do all they can to protect your child. If you have any questions or concerns, please contact the school office.