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1783 State Route 60, Ashland, Ohio 44805-9377 (419) 289-3313 (800) 686-3313 Fax (419) 289-3729

Dear Parents/Guardians:

I write to inform you of the school district's planned course of action in the event that the Office of Homeland Security elevates the nation's terror threat assessment to "Red Alert". Similar guidelines have been implemented in other Ashland, Wayne and Holmes County School Districts.

1. The Ashland County-West Holmes Joint Vocational School District will remain open and in session unless otherwise ordered to close by officials of the county, state or federal government.
2. All buildings and programs will maintain their normal hours of operation unless otherwise determined by the Superintendent of Schools.
3. If a "Red Alert" is issued while school is in session, we will finish the day and dismiss students at the normal time. The only exception will be if the district is ordered to close by officials of the county, state or federal government.
4. All events will be cancelled if school is closed.
5. Parents/Guardians who want their children at home even though our school is open may come to school and pick them up. We ask that you come to the office and sign your children out. If you child provides their own transportation, we ask the you phone the principal's office to arrange for your child to leave the school early. These absences will be excused.
6. Parents/Guardians are strongly encouraged to have a plan in place with their children in case we are required by the government to close or dismiss early. It is important that the children know where to go and what to do if no one is home and school is closed or dismissed early.
7. Our school counselor and school/community liaison are available to speak to individual students should the need arise.

We will make every effort to keep the school days as normal and routine as possible for our students. Their safety and welfare is our primary concern during these tumultuous times.

Please contact the principal's or the superintendent's office with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodney D. Cheyney".

Rodney D. Cheyney  
Superintendent

The Ashland County – West Holmes Joint Vocational School District Board of Education and its staff are dedicated to providing equal educational opportunities, equal employment opportunities, and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The district follows the regulations of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

# HOMELAND SECURITY RESPONSE GUIDE

## Recommended Emergency Action Steps

### For Schools

LEVEL	RECOMMENDED EMERGENCY ACTION STEPS
<p><b>SEVERE</b></p> <p>Definition: a terrorist attack has occurred or credible or corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.</p>	<ul style="list-style-type: none"> <li>• Listen to the radio/television for current information and instructions</li> <li>• Be alert for suspicious activity and report it to law enforcement immediately</li> <li>• Conduct identification checks, (e.g. driver's licenses retained at the main office) and escort all visitors as deemed appropriate by local authorities.</li> <li>• Implement parking restrictions and park vehicles away from critical areas.</li> <li>• Close or limit access to schools if recommended by appropriate authorities, e.g. local law enforcement, public health, etc.</li> <li>• Consider having mental health counselors available for students, staff and faculty.</li> </ul>
<p><b>HIGH</b></p> <p>Definition: Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.</p>	<ul style="list-style-type: none"> <li>• Be alert to suspicious activity and report it to local law enforcement.</li> <li>• Review school emergency plans.</li> <li>• Prepare to handle questions from anxious parents and the media.</li> <li>• Conduct identification checks of all visitors to the school (e.g. driver's license). Escort visitors as deemed appropriate.</li> <li>• Discuss children's fears concerning possible terrorist attacks.</li> </ul>
<p><b>ELEVATED</b></p> <p>Definition: Elevated risk of terrorist attack but a specific region of the United States or target has not been identified.</p>	<ul style="list-style-type: none"> <li>• Remind students, staff and faculty to be alert and to report any suspicious activity to the appropriate authorities.</li> <li>• Ensure all emergency supplies are stocked and ready.</li> </ul>
<p><b>GUARDED</b></p> <p>Definition: Several threats are credible but no specific target.</p>	<ul style="list-style-type: none"> <li>• Be alert to suspicious activity and report it to proper authorities.</li> <li>• Conduct safety training and emergency drills in accordance with the school's emergency operations plan.</li> <li>• Have the school's emergency communications plan updated.</li> <li>• Have the plans include both evacuation and shelter and provisions for sleep, food, and sanitary needs of students and sheltered nearby residents for several days.</li> </ul>
<p><b>LOW</b></p> <p>Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.</p>	<ul style="list-style-type: none"> <li>• Develop a written emergency operations plan to address all hazards. Include an emergency communications plan to maintain the safety of students, staff, and faculty, as well as an emergency communications plan to notify parents in the event of an emergency.</li> <li>• Have the emergency operations plan has been filed with the local fire departments and law enforcement agencies, as well as the county EMA office.</li> <li>• Assess which personnel have been trained in first aid/CPR.</li> <li>• Have first aid kits stocked.</li> </ul>