

September 2011

Dear Parents,

Your child's safety is a top priority for us. We conduct various safety drills throughout the school year so that all students and staff know what to do in case an emergency does happen. You probably remember fire and tornado drills from your time in school. In addition, we have developed plans to become better prepared to respond to a variety of other emergencies. We believe that by establishing, communicating, and then practicing the plans we will be able to manage difficult situations more effectively.

During the month of September we will be having various emergency drills to help prepare our students and staff. We will practice for a fire and tornado, as is customary. Part of the fire drill will include leaving the school and going to our alternate site. This will take place on September 9. We will also practice a drill in which we stay in our classrooms to ensure the safety of all. See the other side of this letter for more details about the drills. As much as is possible, please discuss these drills with your children in an age-appropriate way.

**On the reverse side of this page, please read the directions about how you can check on your child in the event of an actual disaster. Please keep that information handy at home so that if an actual disaster does occur you will know how to respond.**

I hope this letter helps you better understand our desire to keep our children safe in all circumstances. While we do not like the idea of having to be prepared for these kinds of unfortunate situations, we want to be ready to do whatever it takes to keep everyone safe.

If you have any questions about this matter, please feel free to contact me at any time.

Thanks for your help in this matter.

Sincerely,

*Rick Gregory*

Rick Gregory  
Principal

# Roberts School

## Emergency Preparedness

Please keep this information handy at home as, if an actual disaster does occur, every parent must know how to respond. Your cooperation will be essential in the following ways:

### *How to Check on Your Child*

1. Do NOT call the school. Telephone lines must be kept free for outgoing calls to emergency personnel. In a citywide emergency, telephone lines may be busy and totally unavailable.
2. Listen to the local radio stations.
3. Tune in to School District Cable TV Channel (Charter Channels 98 or 989) for information and updates
4. Logon to the FDL School District Website [www.fonddulac.k12.wi.us](http://www.fonddulac.k12.wi.us) website.

### *How to Pick Up Your Child in the Event of a Real Disaster*

1. Instructions for picking up children will be made available through the media. In some cases the students may be evacuated from the school grounds. The only way you will know where to pick them up is by the media information.
2. In most cases, the school will be locked during and immediately following a crisis. No one, other than emergency personnel, will be allowed to enter until it is determined that conditions are safe.
3. When it is safe to release students, there will be a reunion plan. Parents need to be prepared to check in at the reunion gate with identification. Students will not be released to anyone other than their parent unless we have written consent by the parent. This may seem inconvenient; however, we have learned that it can become very difficult to be aware of the whereabouts of every child if children are sent with a neighbor or friend without the knowledge of their parent.

CRISIS	RESPONSE
<b>Fire – Gas Leaks</b>	<b>Evacuate the building</b> (We practice this once per month, weather permitting. If there were a real fire or gas leak we would go to our designated alternative site.)
<b>Natural Disasters (tornado, flood, earthquake)</b>	<b>Shelter in place</b> Stay in classroom or go to shelter area within the school until safe to leave. (We will practice this during September and April.)
<b>Chemical and hazardous materials spills</b>	<b>Shelter in place and eventual evacuation</b> (We will practice this during September.)
<b>Violence</b>	<b>Lockdown</b> Stay in classroom while authorities make the school secure. (We will practice this during September.)