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| Emergency Preparedness Information |
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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 school and going to our alternate site. 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.

Keeping an open line of communication with parents and students regarding security issues or concerns is of utmost importance in keeping our schools a safe place for everyone. We ask that if you or your child become aware of a potentially dangerous situation to communicate with your child's school (insert school number) or the Fond du Lac Police Department at 906-5555 immediately. We take safety seriously and depend on everyone in the school community to keep our schools safe.

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.

Thank you for help in this matter.

Sincerely,

Tim Schipper
Principal

(School Name) Emergency Preparedness

Please keep this information handy at home. 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

- 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.
- Listen to the local radio stations
- Logon to the FDL School District Website www.fonddulac.k12.wi.us website.

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

- 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.
- 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.
- 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 |
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| Violence | Active Threat Staff have the option to Evacuate (Avoid) if safe to do so or Barricade (Deny) (We will practice this in September) |
| Fire – Gas Leak – Bomb Threats | Evacuate the Building 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. |
| Natural Disasters (tornado, flood earthquake) | Shelter in place Staff and students stay in the classroom or go to shelter area within the school until safe to leave. (We will practice this in September and April.) |
| Threat of Violence | Get In / Stay In Building is monitored closely. It will be determined if individuals can enter or exit. (We will practice this in September.) |
| Threat of Violence | Hold Administrator decides additional security is needed. Staff will remain in locked classrooms until notified |
| Chemical and hazardous material spills | Shelter in place and eventual evacuation (we will practice this in September) |