

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. 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 Tuesday, September 1, 2015 we will practice our fire drill and on Friday, September 4, 2015 we will practice our Tornado, Lockdown and Evacuation Drills.

**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,

Steven Hill  
Principal

## **Woodworth Middle 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. Call the School District Office at 906.6500.
4. Tune in to Charter Channel 989 for School District information and updates
5. Logon to the FDL School District Website [www.fonddulac.k12.wi.us](http://www.fonddulac.k12.wi.us) or local newspaper's website [www.fdlreporter.com](http://www.fdlreporter.com) or [www.kfiz.com](http://www.kfiz.com)

#### **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.