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## **Operational Services**

### **Exhibit - Letter to Parents Regarding Student Safety**

*On District letterhead*

Date

Re: Student Safety

Dear Parents:

Student safety is our District's top priority. In addition to physical safety, the District is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

#### Safety Plans

The District has plans for all four phases of emergency and disaster management:

1. Preparedness - planning for an emergency or disaster event;
2. Response - planned response to an emergency or disaster event;
3. Recovery - the process of returning to normal operations; and
4. Mitigation - steps taken to minimize the effects of an emergency or disaster.

These phases are covered in each school's site-based safety plan. In addition, the District has a Safety Program Coordinator and each school has a Crisis Management Team.

#### Communications

The District monitors the Homeland Security Office and other emergency preparedness resources. The District will disseminate emergency information via its website, information hotline, through the media, and by telephone contact.

#### Emergency Responses

Emergency responses will depend on the circumstances and may include evacuation or lockdown. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed. If the threat is chemical or biological in nature, to avoid contamination, we may ask that no one enter, or leave, the building until it is safe to do so.

In the event your child's school is evacuated, the school will attempt to notify you as soon as possible at the home and/or emergency telephone numbers on your child's registration card. The school will also notify news media and place the information on the District's information hotline.

All students at \_\_\_\_\_ School will go to \_\_\_\_\_ . You may pick-up your child at this location after notifying the school official in charge. Additional instructions will be given in the event of an evacuation, including alternative methods to return your child home.

#### Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, we request that you follow the instructions of the District's Safety Program Coordinator as well as the Building Principal. These instructions will be widely disseminated.

Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the District office, or your child's Principal. In the meantime, thank you for your cooperation and support.

Website Address: \_\_\_\_\_

Information Hotline Number: \_\_\_\_\_

Sincerely,

Superintendent

Reviewed: February 28, 2005

Adopted: March 21, 2005

Revisions Adopted: