



January 2019

Dear Parents/Guardians:

The safety of our students is our highest priority. As a result, the school districts of Door County continue to practice drills and when appropriate, invite community emergency members in to help us assess and improve our procedures. We feel it is important to inform you about some key elements we have in place to address school safety.

Communication

Students, staff, parents, administrators, etc. must report and address issues that involve school and student safety. Reports during the school day should go to the school office. They will immediately provide information to building administrators and other appropriate personnel. The district will utilize all available means to ensure the safety of students and staff. **It is important that we emphasize to you and your child, the importance of “if you see something, hear something, or witness something, say something.”** Please contact the school office immediately if you become aware of a safety issue during the school day. If after hours, please call 911 to report the concern if it is an emergency or call (920) 746-2400 for non-emergencies.

Door County School Districts will work to contact our families and notify them through appropriate modes of communications regarding a lockdown while it is in progress and once it has been lifted. Although it would be difficult, we do encourage our families to refrain from calling a school in a lockdown, entering the parking lot, or attempting to access the building. We need to try to keep the phone lines clear for communication between law enforcement, our neighboring schools, and our district offices. Additionally, there may be a law enforcement presence around the school as a precaution.

We recommend that our families keep their contact information and notification settings updated, so they can receive timely updates from the school district's communication system. We also encourage our families to follow our social media channels for updates and relevant information, if appropriate.

Do's and Don'ts for Parents to keep your child safe in an emergency:

- 1.) **DO MONITOR YOUR TELEPHONE AND EMAIL** for updates on an alternate location to pick up your child, if necessary.
- 2.) **DO TUNE IN TO LOCAL MEDIA** for any directions emergency management will be providing.
- 3.) **DO NOT DRIVE TO THE SCHOOL** when you hear of an emergency. Roads may need to be blocked off so we can keep the school grounds clear for emergency vehicles.
- 4.) **DO NOT CALL YOUR CHILD ON HIS/HER CELL PHONE.** Cell phones ringing could tip off an intruder as to the location of students.



Preparedness Drills

Various drills (ex. tornado, fire, lockdowns, etc.) provide our students and staff with the opportunity to practice what to do in case of an emergency and to familiarize themselves with routes and procedures. These drills are important to maintaining a safe learning environment and are conducted throughout the year.

The school districts of Door County use an intruder response protocol entitled RUN, HIDE, FIGHT. While we want to emphasize that while schools are very safe places, the school districts value proactive preparation, which is why we want you to know more about the RUN, HIDE, FIGHT protocol.

RUN, HIDE, FIGHT is a protocol for responding to an intruder situation and is designed to be used anywhere in society today—school, work, the mall, or the movie theater. As its name implies, if faced with an intruder, the responses would be to run to a safe place if possible, hide in a locked area, or as a last resort attempt to stop the intruder, using any item available in the area that could be useful. RUN, HIDE, FIGHT is supported by the Door County Sheriff's Department and the Sturgeon Bay Police Department, the U.S. Department of Education, the U.S. Department of Homeland Security, the Federal Bureau of Investigation, and the Federal Emergency Management Agency.

Intruder drills are held at least quarterly at various times throughout the day so that students and staff can practice what they would do. We know that preparing, planning, and rehearsing responses ahead of time tends to increase their effectiveness when they are performed in a real emergency.

Administrative Hold/Modified Lockdown:

This type of drill secures the school building and safely shelters all students, staff, and visitors inside the classroom/building. The purpose is to keep students away from any outside danger (such as community issue) or an internal event (such as a medical emergency). By keeping all students and staff in their respective areas, hallways are accessible to emergency staff. In this case, once the emergency has been addressed, the hold/lockdown will be lifted.

Thank you for your time, attention, and support regarding this important topic. This letter is meant to convey the cooperative efforts of the Door County Law Enforcement Entities and Door County School Districts. It is important for all of us to work together in order to serve our overall community, families, and children. If you have any questions or need clarification regarding our crisis management plans, please feel free to contact your child's building principal.



Sincerely,

Tammy Sternard
Tammy Sternard
Sheriff of Door County

Tina Van Meer
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Arleigh B. Porter
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