



THE SCHOOL DISTRICT OF NORTH FOND DU LAC

To All Families and Guardians:

The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is our top priority as a District. This letter is to inform you of the emergency protocols that the district has in place, as well as the response protocol information for families. In order to maintain a safe environment for our children to continue to learn, it is necessary that we practice our emergency and crisis response protocols by having drills designed to exercise our procedures. This awareness and understanding of the protocols allow families, students, and staff to be on the same page, fostering a unified approach to safety and reinforcing our commitment to a secure learning environment.

The students and staff of your school will be practicing five primary emergency drills each year. Each drill is explained below:

FIRE DRILLS

The school will conduct a “fire drill” each month that school is in session. This is a Fire Code requirement as well as a requirement for all Wisconsin public schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

ACTIVE THREAT DRILLS

The school will conduct one “ACTIVE THREAT Drill” periodically throughout each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During an “Active Threat drill” all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.

TORNADO / SEVERE WEATHER DRILLS

The “Tornado/Severe Weather” drill will be conducted each school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornados. This drill is in coordination with the annual Wisconsin Statewide tornado drill held in April.

MEDICAL RESPONSE DRILLS

The Medical Response drill is conducted once a year by each school. This drill will assist and support staff and students in the event a medical emergency would occur.

EVACUATION DRILLS

During an “Evacuation Drill”, students will be safely escorted along a designated evacuation route to one of our predetermined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.

For the safety of everyone involved and to maintain order, we respectfully ask that you would abide by the following during these drills or active emergencies:

- Do not come to the school campus
- Do not call the school offices (as they will be busy with the drill or actual emergency)
- Do not contact students or staff members via cell phone or social media (as they will be busy with the drill or actual emergency)
- Avoid social media posts. Correct information will be disseminated through our communication system as soon as possible.
- Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency.
- In the event of an actual emergency evacuation, you will receive notification where to pick up your child as soon as all areas are deemed clear and emergency response protocols are completed

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work. Please refer to the second page of this letter for our district’s “Response Protocols for Families” for more specifics .

Again, school safety is our top priority. As always, thank you for your partnership as we work to ensure a safe, secure, and positive learning environment for our students. If you have any questions regarding any of these safety drills or other safety concerns, please contact your school office, or the office of the superintendent.

Sincerely,

North Fond du Lac School District Administration



North Fond du Lac School District
Response Protocol
Information for Families

COMMON LANGUAGE

These response protocols have been developed by the NFDL Safety Team in partnership with the NFDL Police Department.

When an incident occurs, there are 3 specific actions that can be performed based upon the incident. The **three responses** are: Get in & Stay In, Hold, or Active Threat.

Should I call the school?

We understand that the natural inclination for parents is to try and contact the school during an incident. It's important that our lines of communication within the district are open and that we're able to focus on the wellbeing of our students. We will communicate with our school community as soon as our buildings are secure.

Can I come and pick up my student?

During any of these responses, parents will not be allowed to enter the building. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. Our main focus during these responses is the well being of our students. When parents show up during these responses, it pulls necessary resources away from our students and staff, and delays the communication process for all.

What communication from the schools can I expect?

During any event, our first priority is to keep our students and staff safe during the response. We will communicate out to families when we deem it's safe to do so. We will work alongside authorities and share out pertinent information. You can expect follow up information that will help you navigate conversations at home with your student. Contact information will be provided in situations where additional student support is needed.

Get in Stay In

"In Your Classroom or Area"

Students will:

- Come in from outside
- Follow teacher directions
- Return to assigned area or classroom
- Are able to move throughout the building (bathroom/lunch)

Adults will:

- Shut and Lock Doors
- Take Attendance
- Not allow any individual to enter or exit the building
- Check email for future communication
- Instruction Continues (business as usual)

Possible Scenario: There is a potential threat in one of our school buildings, community, or state.



HOLD

"In Your Classroom or Area."

Students will:

- Follow Teacher Directions
- Keep doors closed
- Stay in classroom

Adults will:

- Shut and Lock Doors
- Keep everyone in the classroom
- Take Attendance
- Check email for future communication
- Instruction Continues (business as usual)

Possible Scenario: There is a medical emergency within one of our school buildings or a disruptive student.



Active Threat

"Follow ALICE Procedures."

Students will:

- Follow Teacher Directions
- Move out of Sight
- Remain Silent

Adults will:

- Assess the situation
- Decide to evacuate or barricade
- Shut and Lock Doors
- Turn Lights Off
- Take Attendance
- Reassess the situation

Possible Scenario: There is a potential threat in one of our school buildings.

