

Grades 3-5 letter

[Subject line if sending via email: [Next week] we will train students in the Standard Response Protocol

Dear Families,

[Next week] we will be teaching students what to do in a variety of emergency scenarios at school. If you have not received the letter about the Standard Response Protocol that was sent home in backpack mail, or would like a reminder, please visit <https://www.madison.k12.wi.us/office-of-school-safety/standard-response-protocol>.

Staff will guide students through a presentation on the Standard Response Protocol specifically created for grades 3-5. Students will learn what their role is, and how to stay safe, if the school is directed to go into a Secure, Lockdown, Evacuate, Shelter, or Hold. There will be opportunities throughout the lesson to discuss questions.

If your child has special needs that need to be considered when teaching the Standard Response Protocol or conducting practice drills, please contact their case manager or [redacted].

We want students to know that, in any type of emergency, the adults at school have a plan. And we want them to feel confident in what they need to do should we ever need to implement a Secure, Lockdown, Evacuate, Shelter, or Hold.

We encourage you to look over the materials we'll be reviewing with students so that you can discuss emergency procedures with your child. You can find a screencast of the presentation at the link provided above. It's also helpful for you to be familiar with the Standard Response Protocol so that you have a shared understanding of what the protocols are and know what to expect from us.

As a reminder, throughout the school year, students will practice what they learn through a variety of drills. In addition to fire drills and tornado drills, we are required by state law to conduct two school safety incident drills (such as Evacuate, Hold, or Secure), and a "school violence event" drill (Lockdown). Students, staff, and families will be informed in advance of the date of the Lockdown drill.

If you have any questions, please contact me. You may also wish to visit the district's Safety website at mmsd.org/safety for more information.

Sincerely,

[Name]

[Principal, School Name]