



SWALLOW SCHOOL DISTRICT
INSPIRING EXCELLENCE SINCE 1844

December 3, 2020

Dear Parents/Guardians:

Should an emergency situation ever arise while school is in session, we want you to know that the Swallow School District has made preparations to respond effectively. Over the past ten years we have worked intensively and collaboratively with local law enforcement officials to develop detailed emergency plans and we routinely hold safety drills with assistance from these same officials. Though many different types of emergencies can arise in or around a school building, your children may come home and share that they have participated in fire drills, lock down drills, administrative hold drills, severe weather drills, and/or evacuation drills*. Typically you also receive an update that a drill has occurred via email. We continuously review and adjust our plans based on these drills to ensure readiness.

In the event of an emergency situation, we will need your full cooperation and understanding because our priority is to be able to fully attend to the emergency to ensure, and/or restore, the safety and security of all students and staff as quickly as possible. As a fellow parent of young children, I understand how frightening it can be to hear that your child's school is experiencing such a situation.

If you become aware of an emergency situation involving our school (that you know the school is aware of) please:

- Do not telephone the school as the phone lines will be in use by the school district to coordinate emergency services.
- Refrain from coming to school until you have been directed to do so. This is especially critical given our intersection and the need for emergency vehicles to gain access to our property.
- Know that we will be in contact with you as soon as possible and that we understand the importance of doing so. Communication from the sources listed below will direct parents about the situation, when to next expect communication and in what form, and provide direction as to where and when children will be released to their parents if different from a normal school day routine.
- Information from the school district may be distributed through CampusMessenger (automated email/text/phone system), the District website, and/or radio/television stations depending on circumstances.
- Depending on the situation, students will be kept at school or at an off campus evacuation point and only released to a parent/guardian or an adult with a current State-issued photo ID who has been authorized on the Student Registration Form (the form required to be filled out by parents at the beginning of every school year).

Please discuss these matters with your family. Planning ahead will help alleviate concern during emergencies. Should an emergency situation occur, we thank you in advance for your patience and cooperation. Our top priority remains the safety of our students and staff.

Sincerely,

Melissa

Melissa Thompson
Superintendent

*Though emergency situations are often fluid and multi-faceted, below is an overview of what each drilled situation is used for:

- **Fire:** Fire/smoke detected inside the building. The building is evacuated.
- **Lock Down:** There is an imminent threat to people and/or our property that is either inside the building already or outside of the building. All interior and exterior doors are locked.
- **Administrative Hold:** There is a situation evolving in the vicinity of the school which *could* eventually necessitate a full Lock Down, but the situation needs careful monitoring prior to making that decision. There is not an imminent threat posed to people or the property of the school district. Exterior doors to the building are locked and students are kept in classrooms with normal instruction therein continuing.
- **Severe Weather:** Tornadoes or other severe weather are in the area which necessitates moving to indoor shelter locations. All people are moved to designated shelter areas within the building.
- **Evacuation:** This could be caused by an unsafe environmental condition (gas leak) wherein leaving the building/grounds provides greater safety than remaining in the building/grounds. The building is evacuated and all people are relocated to safe locations on the school grounds or elsewhere depending on the circumstances.