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Assistant to the Superintendent

Dr. Kenneth Berlin  
Superintendent

Mrs. Vicki Bendig  
Business Administrator

October 2, 2024

Re: School Safety

Dear Parents and Guardians:

The District has a Comprehensive All Hazards Plan, which is board approved and shared with the State Police and first responders annually. This document covers a wide range of responses to a variety of emergency situations both on and off campus. The procedures are very event specific with parental notification plans, detailed evacuation instructions, building schematics/maps, etc. The administration and key personnel have ready access to the All Hazards Plan, but it is not made public for security reasons.

### Standard Response Protocol

Posters are displayed throughout the school buildings that outline the immediate plan of action for staff and students when an emergency occurs; this is referred to as the Standard Response Protocol (SRP)<sup>1</sup>. The SRP uses plain and consistent language to initiate one of five safety responses depending on the nature of the emergency. The five safety responses are outlined in the image below:

### Standard Response Protocol (SRP)



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER

### Training

Safety procedures are reviewed and practiced with students and staff throughout the school year. Parents often ask if we conduct active shooter drills. The answer is yes, but we do not call them active shooter drills. Instead, we practice the Standard Response Protocol, "Lockdown." This protocol is designed to help keep staff and students safe during a variety of emergencies, including an active shooter.

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<sup>1</sup> The SRP was developed by the nationally recognized "I Love U Guys" Foundation: <http://iloveuguys.org>

### **Scheduled Drills**

A campus-wide Lockdown drill has been scheduled for **Thursday, October 10, 2024**, which will include all three schools at once. The School Resource Officers and principals will facilitate and evaluate the drill. The Pennsylvania State Police and Emergency Management Agency have been notified and are invited to participate. During the drill, teachers and students will remain in the buildings. A second coordinated safety and security drill will be conducted on **Thursday, January 30, 2025**.

### **Reunification**

Circumstances may occur at the school that require parents to pick up their students in a formal and organized manner. This process is called Reunification and may be necessary due to weather, power outage, hazmat, or if a crisis occurs at the school. The District's reunification plan is a drive through process where parents remain in their car and staff bring students to them. Therefore, parents should not drive to the school during a crisis until receiving instructions from the school or authorities to do so. Parents should also be aware that reunification may occur at a location other than the school a student attends.

### **Communication**

Parental notification in an emergency will come through our rapid phone call system, which also has texting and email capability. Parents and guardians have been very cooperative in supplying us with cell numbers and/or email addresses. This information can be updated at any time in the Sapphire Parent Portal. Call your school building's main office if you need assistance with updating your contact information. Remember, the ability of the District to contact you is only as good as the validity of the information you provide.

If you have questions, suggestions, or concerns about school safety, please do not hesitate to contact me at [ken.berlin@wattsburg.org](mailto:ken.berlin@wattsburg.org) or by phone at 824-3400 ext. 4515.

Sincerely,



Kenneth A. Berlin