



Parent Emergency Guide

Please read this guide and become familiar with the procedures that are described.

Our schools have two goals in the event of an emergency or disaster situation: (1) to keep our students safe; and (2) to keep families and the community informed with accurate information. We take these responsibilities very seriously and have invested a great deal to be prepared.

Safety Plan

The School District of Sheboygan Falls has developed a Safety Plan that include Safety Response Protocols. We have worked with our local police and fire departments, as well as Sheboygan County Emergency Management to develop the plan. Copies of the Safety Plan are posted in each of our classrooms and learning spaces. Staff have been trained in the Safety Response Protocols, which contain concise directions on how to respond to various events, including severe weather, natural disaster, or lockdowns. In addition, lockdowns or other emergency protocols are regularly practiced beyond what is required by the state. Our School Safety Team was selected for training at FEMA's Emergency Management Institute in Maryland. The team was able to further strengthen our crisis prevention, protection, and preparedness.

Secure Buildings

Our schools are made more secure through an access control system through the use of electronic keys, or FOBS, which provides us the ability to control who enters the building and at what time. It also ensures that our doors are secure at all times. A single point of entry is supervised and funnels our visitors to the main offices before granting access to the rest of the school. In addition, we have panic buttons placed at strategic points that when pushed, automatically alert district personnel and limit access within the building. Video surveillance cameras are strategically placed at all buildings and monitor both the interior and exterior of our schools.

School Resource Officer

We benefit from a full-time School Resource Officer who helps prepare our schools to handle crises. The officer is assigned by the Sheboygan Falls Police Department and serves on our Safety Team. The officer, along with the Sheboygan County Emergency Management Director conduct safety audits of our facilities.

Emergency Messaging

The School District of Sheboygan Falls has implemented a student information system, Infinite Campus, which allows staff to easily access student information. It also allows each building, as well as the District Office, to message emergency information to families via home phone, cell phone, text messages, and/or email. Families are encouraged to access the contact preference information in Infinite Campus via the Parent Portal to ensure that emergency contact information is up to date.

Messages will come to families as soon as practical with critical updates and directions. Immediate messaging may not possible as all school employees would be actively keeping students safe. Three measures have proven to assist responders with keeping students safe and expediting reunification. These are: **Do not come to school, do not call the office, do not call your child.**

See Something, Say Something

Communication is important in the identification and prevention of potential issues. We encourage our students and families to report any concerns at [Safe Schools Alert](#), where there are options to report via phone, text, website and email.

Additional Protocol Information

What is a Lockdown?

A lockdown takes place if a threat or possible threat is identified inside the school or within the vicinity of the school. If families are notified of a lockdown, do not go to the school. Families should stay in a location where they can be notified with further information.

During a lockdown, all exterior and interior doors are locked and students are secured in their classrooms. No one (except appropriate emergency response personnel) will be allowed to enter or leave the building. Students will not be released until the incident has ended.

What is Reunification?

In some emergency situations, the school will require parents to pick up students in a formalized, controlled release. The process of this release is called a reunification and may be necessary due to weather, power outage, hazmat or other emergency. In the event of criminal activity, injury or death, additional time may be needed for law enforcement investigation. Reunification is a process that protects the safety of the student and provides accountability in releasing a student to an authorized parent or guardian. Because a reunification is not a typical end of school day event, a reunification may occur at a different location than normal pick up or even at another off campus site. The off campus site is determined by emergency personnel. We understand that families will be concerned for the welfare of their children. Be assured that your child is being well taken care of by trained faculty and staff while awaiting reunification. District personnel will work as quickly as possible to reunify you with your child.

Notification for Reunification

Depending on the circumstance the school will use:

- The automated Infinite Campus messenger system (info sent via text, email and phone call)
- Direct phone calls or texts from student (with staff supervision)
- School website posting
- Local TV or Radio

Parent Response during Reunification

When a parent is notified of a controlled release and that reunification is needed, the following will occur:

- Traffic jams, emergency vehicles and road blockages around the school and local highways.
- Phone lines directly to the school will be overwhelmed and may not be responded to.
- Parents will be notified of a designated site to pick your student up from. Students will not be allowed to leave from any other area.
- All students must be accounted for and released via the reunification process. Please do not ask your student to circumvent the process, run from personnel, jump a fence etc. This will just delay your students release and may cause additional law enforcement issues.
- Parents will be directed to a reunification check-in area.
- Lines will be formed based on the first letter of the student's last name.

- While in line, parents will be required to fill out the student information reunification page. In case of multiple students being reunited, a single page indicating each student needs to be completed.
- **Bring proper identification (this will streamline the release during reunification).**
- A runner will retrieve your child from the student holding area and accompany them to the release gate. This could be a time consuming process due to crowding, so please be prepared for a possible delay in picking up your child. If you are waiting and have not been notified of a problem by school officials, rest assured that your child is well and awaiting reunification in the student holding area.
- After picking up your child, please leave the site. You will be advised at a later time when the school will reopen.
- In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

Reunification is a detailed (and sometimes long) process that protects both the safety of the student and the accountability of change of custody from school to a recognized parent or guardian.

What if parents can't pick up their student?

When a parent can't respond to the reunification site, students will only be released to individuals previously identified for the student's emergency contacts in Infinite Campus. Otherwise, the school will hold students until parents can pick up their student. Please keep this information accurate and updated. Students will not be released to carpool parents who are not previously identified on the student's emergency contact form.

What if a high school student drove to school?

Drivers will first be required to sign out before leaving. However, there may be instances where a student may not be allowed to remove a vehicle from the parking lot. Law enforcement personnel will advise the school administration on the release of vehicles.