



MAYVILLE SCHOOL DISTRICT

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September 13, 2018

Dear Parents, Grandparents, and Guardians,

The School District of Mayville is fortunate to continue our strong partnership with the Dodge County Emergency Management Team and our local law enforcement as we work together to create safe learning environments for our students. Although we hear a lot more about it in recent years, school safety is not a new issue. Since 2008, school educators and officials from all over Dodge County have banded together to address school safety challenges. This group includes the school districts of Mayville, Horicon, Beaver Dam, Dodgegeland, Hustisford, Neosho/Herman/Rubicon, Lomira, Randolph and Waupun. Together we are committed to developing an all-inclusive crisis plan that protects students in a safe and secure learning environments.

As new challenges to school safety have emerged, the group has pulled in additional members including local law enforcement, emergency management, EMS technicians, public servants, transportation employees, private citizens and business owners. In July of 2011, members from the group went to the Federal Emergency Management Agency (FEMA) Institute in Emmetsburg, Maryland for two weeks. At the Institute, this group worked with FEMA and other school districts to create our all-inclusive crisis plan now identified as the Dodge County Emergency Crisis and Operations Plan (DCECOP). This plan covers response protocol for natural disasters, chemical spills, fires, active shooters, and other potential crises.

Eight years, thousands of hours and well over 100 meetings later, this group now includes a full range of public and private school educators, emergency management personnel, and other vested community members. As a result of this group's efforts, several Dodge County schools have conducted and refined traditional fire and tornado drills as well as full lockdown, active shooter, evacuation, and reunification drills. Each time such a drill is conducted, the group gathers with Dodge County emergency management, police officers, and a variety of other personnel to evaluate the drill's effectiveness and find new ways to improve the process.

The start of a new school year is a great time to revisit our school crisis procedures. This letter is written to communicate the safety drills your students will practice in the 2018-19 school year. In addition, please see the attached visual resource designed to give parents a flow chart to follow in case of a specific school crisis incident. We hope you will keep the flow chart in an accessible place in the unlikely event of a school crisis.

The School Safety Drills scheduled for September 17-21 are listed below:

- **September 17...1st Tornado Drill w/2nd drill in April 2018**
- **September 18...1st Fire Drill (monthly thereafter)**
- **September 19... Administrative Hold**
- **September 20...1st Lockdown Drill w/2nd annual drill in December 2018**

**Relocation drills for each building will be coordinated in the month of October*

Lockdown means students are secured inside locked classrooms because there is a potential threat in another part of the building or outside the building. An Administrative Hold means students are held in unlocked classrooms waiting to resume daily schedules or dismissal. In the event of an extended lockdown, parents will be directed to a Parent Gathering Site described below. Parents should not report to their child's school during lockdown.

Off-Campus Evacuation Sites have been identified for each building in the event students need to be relocated to an alternative site. Please note the off-campus sites below:

- Parkview Elementary...Mayville Park Pavilion
- Mayville Middle School...Christian Life Fellowship Church
- Mayville High School...Mayville TAG Center

Evacuation sites may change due to availability. Parents will receive communication regarding the evacuation site. However, parents are asked not to report to the evacuation site until officially asked to do so as part of Student/Parent Reunification.

A Parent Gathering Site has also been established in case a school emergency is extended, or goes beyond school hours. The Mayville Golf Course will be the site for parents to gather in such an event. The Parent Gathering Site will also be staffed with a District administrative official who will provide current status and updates.

In the event a school crisis extends beyond the school day, parents will need to pick up their child/children. Student/Parent Reunification following a lockdown will occur at each school building. Student/Parent Reunification following an evacuation will occur at the evacuation site. Students will be released to parents (or individuals indicated on the School Emergency Contact List) by providing identification (Driver's License, etc.), and through verification on the School Emergency Contact List. Please make sure your family emergency contact information is up to date!

Parent Communication in the event of a school emergency is through phone or text messages from the school's emergency alert system, e-mail messages from Skyward, the District Website at www.mayvilleschools.com, the District Facebook Page, accessible from the District Website or through Facebook directly, and The Great 98 Radio Station at 98.7 FM. Do not call your child's school during an actual emergency. Obtain official information via the above sources or go to the Parent Gathering Site.

It has also been determined in the event of a crisis that the "Crisis Management Team" made up of the District Administrator, the Police Chief, and the Fire Chief will be located together at an official site from which to manage the crisis. The Dodge County Crisis Liaison will also interface with this team.

As a family, please discuss the unlikelihood of any particular school crisis and the importance of careful planning. Planning ahead can help alleviate stress if discussed together and appropriately as a family. The Mayville school staff will also be discussing safety prior to and following drills.

Sincerely,

Scott Sabol

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