

December 3, 2014

Dear Parents/Guardians, Staff, Students, and Community Members:

As you may be aware, over the past few weeks several schools in West Michigan and in Kent County have received threats ranging from bomb threats to physical harm of individuals. While Kelloggsville Public Schools has not received any threats at this time, it is possible on any given day that someone could make a threat or we may experience an actual emergency or a disaster situation.

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school district has made preparations in conjunction with local emergency response personnel to respond effectively to such situations. In fact, public schools are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have an emergency or major disaster during school hours, your student(s) will be cared for at the school. Our school system has a detailed emergency plan, developed in cooperation with local law enforcement officials and based upon national best practices. The plan has been designed to respond to any major catastrophe and/or threat.

We will share information regarding the issue as it is available. What we are able to share is a decision made in coordination with emergency response personnel and law enforcement officials. Information may be found on our webpage <http://www.kvilleps.org/> and on local media outlets.

Your cooperation is necessary in any emergency, for both the safety of staff and students, and the expedient reunification with your child if necessary. Please consider the following points that will assist us in keeping your student(s) safe:

- Do not telephone the school. Telephone lines may be needed for emergency communication.
- Do not go to the school, or evacuation site, until notified to do so.
- In the event of a serious emergency, students will be kept at their schools, or evacuated to an alternate site if necessary. Only a parent, guardian, or an adult who has been identified on the school system emergency form, will be permitted to pick up the student. This form is required to be filled out by parents at the beginning of every school year.
- Please update your contact information with your student's school, including phone number and email address.

- If students are to be kept at school or evacuated to an alternate site, the media will be notified, information will be posted on our web page, and families will be notified via electronic communication.
- Impress upon your student(s) the need for them to follow directions of any school personnel in time of an emergency.
- It is critical that students and parents refrain from using their cell phones during emergency situations. A sudden surge in cell phone usage could actually overload the system causing it to shut down. Your student(s) needs to be paying attention to directives from school personnel.

The emergency actions your school may take are dependent on the emergency situation. Every situation is different and may require a different response. Please realize that we will do everything within our power to keep your student(s) safe. Planning ahead helps alleviate concern during emergencies.

Sincerely,

A handwritten signature in black ink, appearing to read "Samuel L. Wright", with a long horizontal flourish extending to the right.

Samuel L. Wright
Kelloggsville Public Schools