

# SCHOOL DISTRICT OF HARTFORD JOINT NO. 1

DEDICATED TO THE SUCCESS OF EACH STUDENT

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CITY OF HARTFORD, TOWNS ADDISON, ERIN, HARTFORD – WASHINGTON COUNTY • TOWNS OF ASHIPUN, RUBICON – DODGE COUNTY  
HARTFORD, WISCONSIN 53027

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## Important Safety & Emergency Information

September 27, 2018

Dear Parents/Guardians:

This school year, the Board of Education has made student safety a top priority. While the District already has a comprehensive crisis plan in place and staff spends countless hours preparing for emergencies and practicing various drills, the ongoing concern of school violence across the country compels us to reexamine safety efforts. Below outlines training for students, ALiCE safety training, safety upgrades made over the summer, our 2018-19 school year safety focus, and information for parents/guardians in emergency situations.

### Training for Students

With the cooperation of the Hartford Police Department, the District is moving away from the past practice of "take shelter" lockdown drills to a more comprehensive approach using ALiCE strategies. To prepare your children for unforeseen circumstances, the children will need to practice safety drills. Staff is trained to be sensitive to the age level they teach; however, the reality of talking about potential incidents can be frightening. Having a discussion with your child explaining the need for these precautions and safety drills will do much to circumvent some avoidable anxiety.

### ALiCE Safety Training

**ALiCE** is an acronym for Alert, Lockdown, Inform, Counter and Evacuate. These safety protocols are not order specific. Staff is trained in making protocol choices pertinent to the situation and will lead students at the time of an incident. Training in these protocols will be age and ability appropriate.

**Alert:** Students & staff will be made aware of an event and protocol to follow through an announcement or notification.

**Lockdown:** Students & staff will close doors (which are always locked) and barricade against the doors. The doors will not be opened until the release protocol has been implemented. If there is a safe alternate route to exit the room, staff and students will evacuate.

**Inform:** Staff will provide clear information throughout the building so all staff and students are informed on the who, what, when and where of the situation.

**Counter:** As a last resort when in direct contact of an intruder, staff and students will yell and throw objects at the intruder as a distraction in order to evacuate.

**Evacuate:** Students & staff will leave the building as soon as it is safe for them to do so and meet at specified locations. Evacuation is always the first option in these situations.

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CENTRAL MIDDLE SCHOOL 1100 Cedar Street Hartford, WI 53027 Phone: 262-673-8040 FAX: 262-673-7596	LINCOLN SCHOOL 755 S. Rural Street Hartford, WI 53027 Phone: 262-673-2100 FAX: 262-673-0148	ROSSMAN SCHOOL 600 Highland Avenue Hartford, WI 53027 Phone: 262-673-3300 FAX: 262-673-3543	DISTRICT OFFICE 402 W. Sumner Street, Hartford, WI 53027 District Administrator 262-673-3155 FAX: 262-673-3548 Business Manager 262-673-9033 FAX: 262-673-3548 Pupil Services Dir. 262-673-8042 FAX: 262-673-8045
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### **Summer Safety Updates**

1. The District has collaborated with the Hartford Police Department to hire a Police School Liaison Officer (PSLO). The officer will have a presence during the school day as well as various after school and weekend events.
2. Additional interior and exterior cameras were installed. The District now has 150 monitoring cameras; many of them have enhanced features including next generation 4K resolution, night vision technology and 360-degree capabilities.
3. Bullet resistant film has been installed on glass doors in strategic locations at each school.
4. The Raptor Visitor Management System has been set up in the schools. This technology manages school visitors by screening and alerting staff to concerning background information.
5. The phone system has been upgraded with new state of the art security features.
6. Staff started ALiCE training through the District. Teachers were introduced to this training last school year and over the summer went through various training scenarios.

### **2018-19 Safety Focus**

- Starting a District-wide Safety Committee to become more interactive with safety concerns and solutions
- Upgrading and enhancing the physical security of buildings
- Advancing our crisis and safety training
- Proactively working with students to prevent problems
- Working with local and county agencies to address mental health concerns

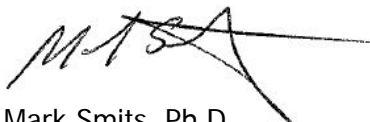
### **Parents/Guardians & Emergency Situations**

Preparation and cooperation is essential in dealing with emergencies. Please impress upon your children the importance of following directions of any school or emergency personnel during an emergency. As parents/guardians in an emergency situation:

1. You may call the District office at 262-673-3155. **Do not** telephone the school as the phone lines will be in use by the School District to coordinate emergency services.
2. Do not go to your child's school unless you have been directed to do so.
3. Students will be kept at school or at an off-campus evacuation point and only released to a parent/guardian or an adult who has been authorized in the student's registration. Parents/guardians must be patient with the student release process to ensure the safety of all students.
4. Information from the District will be distributed through radio/television stations, the District website, and/or the District Facebook page. If necessary, parents/guardians will be contacted directly by telephone, email, and/or text message. *Parents/guardians may manage their notification preferences/devices through Skyward Family Access (and information is available at your child's school office).*

Our staff will do all it can to be sure your children are safe and protected during the school day as you entrust us with their care. If you have questions, please do not hesitate to contact me or your building principal.

Sincerely,



Mark Smits, Ph.D.  
District Administrator