

Dear Parents and Community Members,

As the Director of Homeland Security for the Swartz Creek School District, I would just like to take a moment and notify you of the numerous proactive measures that the district has taken to ensure the safety of all of our students, faculty, and staff. Over the years, we've developed a very comprehensive safety program designed to provide students, staff, and visitors that meet or exceed standards in fire safety, air quality, hazardous materials management, chemical safety and building safety.

Our comprehensive emergency preparedness / response plans outline procedures for both major and minor incidents. All of our schools have established Crisis Management Response Teams (CMRT) to ensure that in the case of an emergency the safety and security plans / procedures are carried out in a very calm and orderly fashion.

The district's comprehensive safety program has been developed with the assistance from local police, fire, safety and health agencies. Swartz Creek's Police Liaison Officer, Ken Szmansky, works very closely with district administrators and staff in providing current information regarding school safety practices and procedures. Additionally, he assists with the supervision and monitoring of various drills conducted at each of our district's buildings. As a district, we continue to work in close collaboration with all of the local, state and federal health and safety personnel to develop and maintain plans for coping with a variety of emergencies.

District and building plans are reviewed and updated regularly and whenever there is a need based on information from state and federal officials.

The actions taken during any type of emergency depend on the specifics of the incident. Regardless, the main objective is the protection and safety of our students and staff. Depending on the nature of the threat, we are prepared in all of our buildings to respond by evacuating, locking down, or initiating a shelter-in-place procedure. All schools have designated areas on site and off site if the building needs to be evacuated. All schools conduct fire, severe weather, lockdown and shelter-in-place drills throughout the year.

We know that communication is the key during any emergency. For that reason, an official at each of our schools has been assigned a cell phone to communicate with outside agencies if normal phone communication is not functioning. Additionally, officials at each of our secondary schools is assigned a two-way radios for internal communication. It is our intent to notify parents through our all call system and/or through the local media.

Additionally, in any emergency, the district would follow directions from public safety officials.

We have prepared a Quick Reference Guide which is a summary of the safety plans in the district. For safety and security reasons, more detailed plans cannot be released. If you have questions about your school's safety and support responses, please contact the principal in the school your child attends.

With your help and support, we continue to work to make all of our schools safe and secure environments for all students.

Michael Vanderlip, Director of Secondary Instruction/Homeland Security

Emergency Notification

The district uses several media to broadcast emergency messages including weather-related school closings.

- Radio & TV-Local radio and television stations are notified immediately when there are general emergencies and school closings. Tune into any of the following stations.
 - WNEM –Channel 5, WJRT- Channel 12, WEYI- Channel 25
 - WFLT-1420 AM, WHNN 96.1 FM, WKMK 99.1 FM, WWCK 105.5 FM, WDZZ 92.7 FM, WKCQ 98.1 FM, WIOG 102.5 FM, WCRZ 107.9 FM, WFBE 95.1 FM, WOVE 98.9 FM, and WRSR 103.9 FM.
- Closing information will be posted as soon as possible on the district website.

Parent Guidelines

For the safety of your child and all students, it is critical that parents/guardians follow these guidelines:

- Remain as calm as possible.
- Do not attempt to go to the school. Access routes and streets need to be clear for emergency vehicles. Traffic congestion will make emergency response much more difficult for police, ambulances, and fire departments to get to school to deal with the emergency quickly. This is an issue of safety.
- Remain at home or at work to make it easier for officials to contact you, if necessary.
- Listen to the local TV/ radio stations for information.
- Do not call your child on a cell phone. If numerous people are using cell phones at one location, it will jam the airwaves, which will overload the system and could prevent emergency and school officials from using their cell phones. This would seriously hinder the efforts to help students.
- Do not call your student's school building as the telephone lines will need to remain open to deal with the emergency. If the phone system is overloaded, it will hinder efforts to help students and to provide information.

What Parents Can Do

Just as the district and schools have safety plans that we review and update regularly, parents need to review their emergency plans.

- Be sure that updated emergency contact information is on file in your student's school. This is particularly important if you have changed phone numbers.
- Be sure you know what radio/TV stations to listen to for emergency information.
- Be sure the school has current information about your caregiver.
- Be sure your child knows what to do/ where to go if there is an emergency and no one is at home.
- Be sure your child knows what to do if he/she comes home early. Should your child call you or someone else to let you know?
- If your child has lost the keys to the house and can't get in, what should he/she do?
- Talk to your child about personal safety.

- Teach your child how to recognize danger signals.
- Make sure your child knows the sound of smoke detectors, carbon monoxide detectors, fire alarms, and sirens. Be sure your child knows what to do when he/she hears these while at home or in a public location.

Current Safety & Security Measures in the Swartz Creek Schools

The Swartz Creek Community Schools continues to refine its security measures and to be vigilant about the safety of students and staff. Considerable time and effort go into practicing safety and security. Below are examples of the kind of measures incorporated in the comprehensive school safety strategy:

- Coordination and emergency planning with each of the police and fire agencies from the municipalities in which our schools are located.
- Coordination with the Genesee County Health Department.
- Comprehensive safety plans for each school updated annually-plans include evacuation, shelter-in-place and lockdown
- On-going staff training.
- Employee identification badges
- Reduced number of school doors accessible from the outside
- Emergency kits in every building
- Crisis plans updated regularly to reflect climate and level of risk
- Crisis management teams in every building
- Crisis intervention teams in district
- Frequent checks of emergency communication devices
- Regular testing and maintenance of all security alarm systems
- Fire, severe weather, lockdown and shelter-in-place drills are conducted as required
- Defibrillators are tested regularly
- Exit signs are clearly marked and visible
- Entrances clearly marked with signs directing visitors to the main office or check-in point
- Appropriate identification required of adults signing students out.
- Bus loading / drop-off areas are supervised by adults
- Positive Behavior Support programs have been initiated in every school to create a positive school climate that outlines school-wide behavioral expectations and positive intervention.
- A focus is placed on building student – teacher relationships so that potential problems are reported to school officials before escalating to a level of seriousness.