

Dear Parents and Guardians,

The safety of our staff and students is our top priority. To make sure we're ready for any emergencies, Clearview has an Emergency Response Plan that follows the best safety guidelines. This letter will give you an overview of what we do and how you can help.

Our Emergency Procedures

We practice emergency actions to stay prepared:

1. **Lock-Down:** For a threat inside the school, staff, students and visitors secure themselves in a locked room inside the school building.
2. **Hold and Secure:** For a threat outside the school, external doors are locked, but activities inside the school may continue as usual.
3. **Shelter-in-Place:** For situations involving severe weather or a release of hazardous materials, staff, students and visitors move to safe areas inside the building.
4. **Evacuation:** Staff, students and visitors leave the building and go to a safe location.
5. **Student Release:** For situations where it is in the best interest to send students home, students are sent home by bus or a parent, guardian or emergency contact picks up the student.

We practice these plans throughout the year, including six evacuation drills every year, so students and staff know what to do.

How We'll Communicate in Emergencies

We'll share updates as quickly as possible through:

- Calls, emails, or text messages directly to staff, parents and guardians
- Updates on the **Division website**, and **social media channels**.
- Local radio stations.

We ask that you **refrain from calling the school or your child's phone** during an emergency to keep communication lines open for first responders.

How You Can Help

1. Talk to your child about these safety plans to help them feel prepared.
2. Make sure your contact and emergency contact details are up to date.
3. Follow directions from school staff and emergency responders during an emergency.

By working together, we can keep our schools safe for everyone. If you have questions, please contact your child's school.

Thank you for your continued support!



Scot Leys
Superintendent