



Woodrow Wilson Elementary School
1306 E. Windsor Drive
Denton, Texas 76209
940-369-4500 Fax 940-369-4933
Mrs. Audrey Staniszewski, Principal
Mr. Caleb Leath, Assistant Principal
TEA Exemplary Campus
TBEC Honor Roll School 2004, 2008, 2009, 2010, 2011

August 15, 2013

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the Denton Independent School District and Wilson have made preparations to respond effectively to such situations. In fact, public schools in Texas are required to meet stringent disaster response standards, and your children may be safer than in your own home in the event of a disaster.

Should we have a major incident or disaster during school hours, your student(s) will be cared for at this school. The DISD has a detailed disaster plan that has been formulated to respond to any crisis situation.

Your cooperation is vital in any emergency. In case of emergency, please help us by doing the following:

- 1.) **Do not telephone the school.** Telephone lines will be needed for emergency communication. Any large overload of services may result in the entire phone system shutting down, disabling phone contact with emergency personnel. It is important for parents not to telephone the school.
- 2.) In the event of a serious incident, students will be kept at their school until they are picked up by an identified, responsible adult who has been designated as such on a school district emergency card which is filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - They are 18 years of age
 - They are usually home during the day
 - They could walk to school, if necessary
 - They are known to your child
 - They are both aware and able to assume this responsibility
- 3.) Turn your radio to KNTU (88.1) for emergency announcements. If students are to be kept at school or evacuated to their alternative site, radio stations will be notified.
- 4.) Impress upon your children the need for them to remain calm and quiet and follow the direction of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. They might be asked for picture identification. During an extreme

emergency, students will be released at designated reunion location on school campuses. Parents should plan on being patient and understanding with the student release process. It is a methodical process designed to ensure that your child has been released to the adult of your choice or is being taken care of by us until you, the parent, arrive. Please instruct your student to remain at school until you or a designee arrives. Since local telephone service may be disrupted, also list an out-of state contact on the emergency card since calls may still be made out of the area while incoming calls are affected. The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. If students are removed from campus, they will be taken to Ginnings Elementary for parent pick-up. Ginnings Elementary is the alternate back up off campus site.

The basic disaster responses are:

Evacuations may be ordered in the event of such incidents as fire and/or explosions. All students are to quickly go to their assigned exit and report to their home room teachers. **Fire Drills** are practiced every month that has 10 or more instructional days. These days are not given in advance to the staff.

In case of a “hazardous release event” (chemical spill) or “police emergency” near the school area, **“Shelter in Place”** procedures will be implemented to provide in place protection. All students and staff will clear the areas, report to their rooms, and all efforts will be made to prevent outside air or intruders from entering classrooms during the emergency. “Shelter in Place” signs will be placed in classrooms windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a “Shelter in Place” drill or event should report to the school office at the school since classrooms will be inaccessible. When the dangerous incident has subsided, an all clear signal will be given.

In the event of gunfire, students will be instructed to quickly lay flat on the ground, face down. When the situation appears safe enough, the students will be brought back into the building for shelter in place.

During the threat of severe weather, the students in the portables will be evacuated to the main building well before the weather is predicted to hit. The weather is monitored in a variety of ways by office staff. If necessary, other students inside the building will be moved to assigned weather safe rooms. If this occurs during drop off or dismissal students and their parents will enter the building and go to a weather safe room. We will not be able to release students until the weather has improved.

Please discuss these matters with your family. You may even want to begin your own family plan of action. Planning ahead will help alleviate concern during any type of emergency or disaster incident that might occur.

With Mustang Pride

Mrs. Audrey Staniszewski, Principal

and Wilson’s Crisis Management Team: Caleb Leath, Angela Gorton, Tammy Gramling, Lesa Mash, Jessica Craft, and Glen Gulley