

Dear Ann Windle families,

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 Ann Windle SYC are prepared to respond effectively to such situations. Public schools in Texas are required to meet stringent disaster response standards, and this is a responsibility we take very seriously at this campus.

In the event of an emergency during school hours, your student(s) will be cared for at this school. In addition to campus procedures that are practiced routinely during the school year, Denton ISD has formulated a detailed disaster plan to respond to any crisis situation.

Every campus in Denton ISD:

- Has an identified Building Emergency Response Team and maintains a current Building Emergency Operations Plan. Every staff member is trained in the appropriate responses and their responsibilities.
- Regularly conducts fire, severe weather, and lockdown drills to ensure that our staff and students are prepared in case of an emergency. We work closely with city emergency responders to guarantee quick response times in case of an emergency.
- Posts maps illustrating evacuation routes in every classroom.
- Has several labeled weather-safe areas. In the event of severe weather, staff and students will move to their designated spot until it subsides.

The cooperation of our parents is vital in any emergency. In case of emergency, please help us by following these guidelines:

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 that parents not call the school, although we recognize this expectation is likely contrary to your parental instincts. In the event of an emergency, we will work with the district to communicate with all Ann Windle parents through mass phone and email messages.
2. In the event of a serious incident, students will be kept at the school until they are picked up by an identified guardian or other responsible adult designated by parents as emergency contacts during the registration process.
3. Please do not rush to the school during a tornado warning/severe weather to pick up your child. We will follow safety procedures, which includes having all students AND staff taking shelter in a weather-safe location on campus. We will not dismiss students during severe weather if students' and staff members' safety is at risk.

4. Be sure to contact the Windle office at 940-369-3900 anytime your phone number(s) and/or email(s) change, so we have updated contact information to reach you in case of an emergency.
5. Discuss emergency procedures with your child and impress upon them the need to remain calm and quiet while following the directions of all school staff members in times of emergency. Ensure your child understands that it is the responsibility of school staff to keep them safe and cared for during an emergency.

Students will be released only to parents and persons identified as emergency contacts by parents. They will be required to show picture identification. During an emergency that requires us to evacuate the building, students will be released at a designated reunion location, which will be communicated to parents via mass phone and email communication. If necessary, school buses will be provided to transport students and maintain their safety at the reunion location. Parents are asked to remain patient and understanding with the student release process. It is a methodical process designed to ensure that children have been released to responsible adults designated by parents or is being cared for until parents arrive.

Thanks for your understanding and support, as student safety is among our top priorities at Ann Windle SYC. Please be assured that the purpose of these drills is to help the students to be prepared in the event of an emergency. Communicating and talking to your child is the best way to show your support.

If you have any questions, please call the school at 940-369-3900.

Educationally yours,

Angela Hellman, Principal