Dear Parent/Guardian:

We want you to be aware that the Cascade School District has made many preparations to deal effectively with emergency situations that may occur in or around the school while your child is arriving, in class, or leaving the school campus. While we sincerely hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. Our first priority will always be the safety of all students, staff, and visitors.

In order for our crisis response plan to be effective, we depend on the cooperation and assistance of many people, such as law enforcement, the fire district, and EMS. We also depend on you, as parents, to support our crisis response efforts. Your cooperation is vital to helping us protect the safety and welfare of all our students and school employees. Therefore, we ask parents to observe the following procedures related to a school lockdown crisis:

1. Talk to your children and emphasize how important it is for them to follow instructions from their teachers, school officials, and emergency responders during any school emergency.
2. Carefully read all printed information you receive from the school. You may receive updates about our safety procedures from time to time.
3. Make sure your contact information on file at your child’s school is correct, complete and current so you can easily be contacted if necessary. You can update this information in Family Access through our website.
4. During an emergency, please do NOT telephone the school(s). We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in lockdown then no staff members will be available to answer the phone as they will be working hard to protect your children and themselves from the threat.
5. Tune your radio to KOHO 101.1 for emergency announcements and status reports. Instructions on where you should go for more information and where and when you may be able to pick up your child will also be broadcast.
6. If you have registered on our school web site (www.cascadesd.org) for a message forwarding option as part of our parent notification system, you will receive information – notification of the incident and instructions about where to go to meet your child – via one of the options you selected when you registered. These options include:
   - Cellular or home phone voice mail message
   - Text message
   - E-mail notification
   - Our district website: www.cascadesd.org
   - Our school’s social media page (Cascade School District Facebook page)

“OUR MISSION: CONTINUOUS STUDENT DEVELOPMENT”

330 Evans Street  •  Leavenworth, WA 98826  •  phone: (509) 548-5885  •  fax: (509) 548-6149
7. Do NOT come to the school unless instructed to do so. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lot clear for emergency vehicles. Parents’ vehicles at or near the school could impede medical aid responders from arriving to or departing from the school with your children or other victims. Emergency responders might also be forced to divert their attention from the critical crisis response from helping students to address or protect parents. Parents’ presence at the scene of the crisis could endanger not only themselves, but students and staff members as well. In the event of a critical school crisis, you will be directed to report to a designated off-campus location where you will be met by a school representative to provide you with up-to-date crisis information, and where you may also be reunited with your child if the school is evacuated. You will be notified of this location via communication methods mentioned above.

We are proud that Cascade operates safe schools, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or any other aspect of our school safety procedures, please contact the district office or any school administrator.

Sincerely,

Bill Motsenbocker
Superintendent