

## Grades 4K-2 lesson overview letter

Dear Families,

**[Next week]** we will begin our lessons on what students should do in a variety of emergency scenarios at school. We developed the lessons specifically for our 4K-2 grades, and some of the lessons have activities that are specific to certain grades. There will be opportunities throughout the lessons to discuss questions.

At these young ages, we approach the topic of safety in much the same way as we do our Second Step lessons on social-emotional learning. We want students to feel secure, safe, and confident at school. We invite you to read over the lessons and discuss them with your child as well. You can find them at <https://www.madison.k12.wi.us/office-of-school-safety/srp-4k-2-lessons>.

For our 4K-2 students, we will be teaching only one Standard Response Protocol directive at a time. We'll teach approximately one lesson a week and will practice the skills learned throughout the week and beyond.

Lesson 1: We'll start with a lesson on Shelter. We'll talk about different reasons we might need to seek shelter, such as a thunderstorm or tornado warning. We'll practice staying away from windows, sitting with our backs against a wall, and being quiet.

Lesson 2: Students will be taught what happens during Hold. Hold is the word that is used when students and staff need to stay in their classroom (or gymnasium, library, music room, and so on) in order to keep the halls clear of people. We will practice staying in the classroom, or returning to the classroom, to continue learning during a Hold.

Lesson 3: We'll continue with a lesson on how to Evacuate. Teachers and students will discuss evacuations that students may be familiar with, like fire drills. Students will practice lining up in class and following directions.

Lesson 4: In the next lesson, we'll be teaching students how to quickly get inside the school building in the event of a Lockout. Students will practice getting inside the building from recess and returning to class, where they will resume their learning.

Lesson 5: Finally, we will teach students what to do in a Lockdown. Students will practice moving to and staying quiet and out of sight in a safe area of the classroom for up to 45 seconds.

Our goal is to make sure that our young students feel secure and understand the importance of following adult directions in an emergency. If your child has special needs that need to be considered when teaching the Standard Response Protocol or conducting practice drills, please contact their case manager or [REDACTED].

If you have not received the letter about the Standard Response Protocol that was sent home in backpack mail, or would like a reminder, you can find it at <https://www.madison.k12.wi.us/office-of-school-safety/standard-response-protocol>.

For more information about the Standard Response Protocol and our emergency procedures, please visit [mmsd.org/safety](https://www.mmsd.org/safety).

If you have any questions, please contact me.

Sincerely,

[Name]

[Principal, School Name]