



# RUSSELL COUNTY USD 407

802 North Main Street, Russell, Kansas 67665 • P: (785) 483-2173 • F: (785) 483-2175 • [www.usd407.org](http://www.usd407.org)

---

January 12, 2023

Dear USD 407 Families,

I want to thank you for reaching out to us regarding our recent crisis events. I want you to know that your thoughts and concerns are greatly valued. The safety of our students, staff, and families is of the utmost importance.

This has been a very trying week for our school district. Unfortunately, we have experienced several situations that have resulted in schools enacting our crisis plan. Crisis drills are rehearsed each year and USD 407 has an established Crisis Committee that regularly reviews our policies and procedures.

As USD 407 reflects on this week, we have again been reminded of how important it is to not only be prepared, but to also have a communication plan in place. USD 407's Crisis Committee has a regularly scheduled meeting on Friday, February 3. In response to recent events, the primary focus will be on our communication procedures in times of crisis. It is our goal to share this information with you when procedures are clearly defined.

In times of crisis, it is important to remember that it is our responsibility to protect the privacy of our students and staff. We cannot give identifiable information due to the Family Educational Rights and Privacy Act (FERPA). However, we can give you limited information regarding the crisis, so you are aware of the events taking place.

In times of emergency, please remember that administration must have the ability to communicate with local agencies and staff of USD 407. Please help us keep our phone lines clear. During crisis situations, administration will only allow first responders into the building until the situation is resolved. There could be a situation that results in an evacuation. If this occurs, the administration will send an alert to families.

I want to thank you again for expressing your thoughts and concerns. Your feedback will help us become better prepared for future events. Thank you.

Respectfully,

Mr. Clark Coco  
Superintendent of USD 407