Letterhead

Date

Dear Parents/Guardians,

Our school’s highest priority is the safety of our students and staff. In order to maintain a safe environment, it is necessary that we practice our emergency and crisis response plans which includes lockdown drills. We are required by state statute to conduct a minimum of two lockdown drills per school year to ensure that our students know their role during a potential threat.

These lockdown drills are designed to protect students from danger in and around a school. Lockdowns are intended to secure a school and to keep out a threat. They also require students to sit quietly and out of sight (away from windows and doors). The types of emergencies that could require a school to lockdown are: the possible presence of an intruder; a dangerous situation taking place in the vicinity of the school; a hazardous spill or other type of accident that could pose a threat to the safety of staff and students.

We will be conducting this year’s first lockdown drill on (enter either week of/or date), and another drill in the second half of the year.

A few notes about the drill:

* Before the drill, teachers will use age-appropriate lessons with their classes and walk the students through the procedures. This review and practice will help to alleviate unnecessary stress or anxiety.
* On the day of the drill, we will announce reminders prior to the actual drill to ensure that all students/staff feel prepared.
* During the drill, no one will be permitted in or out of our school. This closure may last for 10-15 minutes.
* The lockdown drill is meant to be practice only, and not stressful or scary in nature.
* Teachers will reflect upon the drill with students after it has been completed.
* Members of the (Your School Safety Team) and (Sheriff’s Office or Police) will be observing the drill and debriefing with staff.

When talking with your children at home about lockdown drills and safety procedures, you don't have to be specific about the types of emergencies that require a lockdown; you can just explain to your child that this is one of the safety drills all schools practice. When we partner with you to protect our children, these drills become a smooth, uneventful practice that develops into a habit, supporting fast, efficient procedures in case of a threat or emergency.

We hope that we will never have to utilize this procedure in a real situation, but it is important for us all to walk through the process of staying safe at school.

If you have any questions, please feel free to call (\_\_Name\_\_) at (phone number).

Sincerely,

The (Name) Safety Committee  
(Principal)