

LOCKDOWN - EXTERNAL THREAT

Dear Parents,

(State purpose of letter)

This letter is to inform you about a lockdown that we had this morning. Our school is committed to the safety and education of all our students. We also want to clearly communicate with parents about safety issues when they arise.

(Describe the situation)

This morning, we received a call from the local police department that a robbery had in our local area. The police advised us to go into lockdown until the perpetrators were located and arrested.

(Describe what was done.)

We immediately advised the staff to go into a lockdown. Restrooms and hallways were cleared, all doors were locked, there was an accounting for all students, and no one was allowed to enter or exit the building. We remained in lockdown until we were contacted by the police early afternoon that an arrest had been made and it was safe to resume normal school operations.

(Describe what parents can do.)

Sometimes, lockdown situations can frighten students. Please discuss this situation with your children and let us know if follow-up is needed at school. Counselors are available.

(Close letter)

Please feel free to call me at 555-5555 or email me at principal@school.edu if you have any questions or concerns.

Sincerely,