

LOCKDOWN - INTERNAL 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, a non-custodial parent attempted to pick up her children from school.

(Describe what was done.)

Lockdown procedures were followed and the police were called. Also, the District School Resource Officer was notified. The parent was blocked from the building and informed that the police had been called. She was asked to leave the premises. In total, the school was in lockdown for less than fifteen minutes. At no time did the parent have any contact with our students.

(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 at school.

(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,