Dear Parents/Guardians,

Today at approximately [Time] the [Name] School was in a “lock down” status. According to a parent who was walking her student to school, she saw a shirtless man on [Detail] Street. As she passed by the man, she noticed a gun wrapped in his shirt. The man has been described as [Detail].

We immediately instituted our protocols and convened our School Level Crisis Response Team. The outside doors were locked and the students remained in their classrooms. The [City/Town] Police were contacted and searched the neighborhood around the school but did not find any evidence of this person. Lunch was delivered to the classrooms and the students remained indoors during lunchtime as an added precaution.

All of the students and staff responded to this incident calmly. I am so proud that we have practiced for these possibilities proactively and proved today that we can remain calm and responsible in any situation.

If you have any questions, please do not hesitate to call the school at [Phone].

Sincerely,