Dear [School Name] Community Members,

Over the last few years we have been working diligently to ensure that we are providing the safest and most secure learning environment. Soon we will be putting all of this together by practicing our Shelter-In-Place, Lock-Down, and Evacuation Procedures.

Unfortunately, because of the world in which we live in, we have to be prepared for many of today’s challenges. When we announce the drill please refer to your [Emergency Flip Chart for what to do. Also, look at the enclosed packet on Shelter-In-Place for more information.] Someone will be around to see if we have any issues about not being able to comply with what you need to do in your classroom or office setting. Our goal is to fix any issues so if we do have to use this activity we are ready to fully implement it. We will also have an unannounced Evacuation Drill.

Thank you in advance for your support and cooperation with this activity. We want to be better prepared if we should need to use any emergency procedure in the future. The safety and security of our students, staff and campus are of the utmost importance to us.

If you have any questions please feel free to contact me at any time. Thank you for your cooperation and support of our activities.

Sincerely,

Principal