

Aug. 31,2010

Letter Notification for Lockdowns

All school personnel have been trained in lockdown procedures. They will be doing their best to ensure that all students are being held in a safe location on campus. Our goal is safe care, custody, and accountability of children.

In a lockdown, we will not be able to answer incoming phone calls or make outside calls. Within minutes we will be assisted by police, who will secure the neighboring streets and the building perimeter.

Students will be kept inside locked classrooms. No one will be allowed to leave the classrooms/secure areas on campus until the lockdown is lifted. All students and faculty/staff will remain in the lockdown mode until the police department lifts the lockdown.

When the lockdown is lifted, parents may come to school to pick up their children.

In the event a lockdown is due to severe weather, students may be picked up and signed out in the following areas:

CLASS	KDG	1 ST GRADE	2 ND GRADE	3 RD GRADE
LOCATION	TEACHERS LOUNGE	COLONIAL HALL (EAST SIDE)	LUNCH ROOM (EAST SIDE)	HALLWAY BY MAIN OFFICE

4 TH GRADE	5 TH GRADE	6 TH GRADE	7 TH GRADE	8 TH GRADE
*PARISH OFFICES (PROCEED STRAIGHT AHEAD)	LUNCH ROOM (WEST SIDE)	GYM (NORTHEAST CORNER)	*PARISH OFFICES (PROCEED RIGHT DOWN FIRST HALLWAY)	GYM (SOUTHEAST CORNER)

If the school has computer access or phone access, updates will be posted at www.edline.net and a phone blast will be sent through the automated phone system School Reach.

Thank you for your cooperation.

Dr. Mary Kelly, Principal
Mrs. Sue Imburgia, Director of Special Projects.

