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PRINCIPAL

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Dear Wilson Parent:

Your child's safety during the school day is a priority and today we practiced a "Lockdown" drill at school. I encourage you to discuss this and other emergencies that are included with this note with your child. Although we hope to never be faced with having to carry out any of the procedures, we must discuss and practice what would happen if we ever encountered an emergency.

Some of the students showed concern with the announcement of the drill, but I hope their fears were lessened as we discussed and practiced the procedures. The RCSD's Emergency Procedures are printed on the reverse of this letter so that you can review and discuss with your child. If you have any questions or concerns, please do not hesitate to contact the school or your child's teacher.

Thank you for sending your child to spend the day with us at Wilson Foundation Academy they are a joy to have in school!

Warm regards and wishes for a happy holiday season!

Dr. Matthew

Excellence for all students in all aspects of their development.

Fire / Evacuation	Shelter-in-Place	Lockout	Lockdown
<i>When the building needs to be evacuated quickly</i>	<i>For Medical Emergencies, Bomb Threats, and Weather Emergencies</i>	<i>When there is a potential threat outside the building</i>	<i>When there is a potential threat inside the building</i>
Fire / Evacuation will be announced by a series of short bells (fire alarm).	Shelter-in-Place will be announced by public address system using plain language.	Lockout will be announced by public address system using plain language.	Lockdown will be announced by public address system using plain language.
<p><u>Teacher Procedures:</u></p> <ul style="list-style-type: none"> ▶ Leave the building via the nearest exit immediately by the route posted by the door in the classroom. First students out should hold the doors for the rest. All doors and windows should be closed. No one should reenter the building once the alarm goes off. ▶ Students who are not in their classroom will leave the building via the nearest exit and join the nearest class outside. ▶ Students in special area classes will leave the building with the special class teacher, using the designated route from that special class. ▶ Classroom teachers whose students are in specials will evacuate the building and meet their students outside at the site of the special class evacuation. ▶ Teachers will take roll and report all missing/extra students to the designated staff member(s). ▶ All will remain outside silently until the signal to reenter the building is given. <p style="text-align: right;"><i>Updated, January 2010</i></p>	<p><u>Teacher Procedures:</u></p> <ul style="list-style-type: none"> ▶ Look into the hallway to direct any students or staff into your room. ▶ Teachers and students will report to the nearest classroom as fast as possible. ▶ Take attendance and call the office (or designated reporting number) if you have missing students. ▶ Staff members with students from other classes contact the students' teachers to report the location of the students. ▶ Do not allow anyone to leave the classroom. ▶ Wait for further instructions or the all-clear signal. ▶ Do not evacuate the room until told to do so. ▶ Classes will <u>continue</u> as normal, unless directed to do otherwise. 	<p><u>Procedures:</u></p> <ul style="list-style-type: none"> ▶ <u>Lock all</u> exterior doors and windows. ▶ <u>All</u> outside activities are terminated. ▶ <u>Entry</u> to the building is gained only on a one-on-one basis, and only through a locked and monitored door (the front main entrance)-notify facilities to turn off building card access. ▶ Classes otherwise <u>continue</u> as normal. <p>Lockout is lifted when the external threat is resolved. Notification of such resolution will be made via the PA system.</p>	<p><u>Teacher Procedures:</u></p> <ul style="list-style-type: none"> ▶ Immediately gather students from hallways and areas near your room into your classroom or office. This includes common areas and restrooms immediately adjacent to your classroom. ▶ Lock classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window. Stay out of sight. ▶ Do Not cover windows. ▶ Leave the <u>window blinds</u> and lights as they are. ▶ Document and Attend to any injuries as well as possible. ▶ No One should be allowed to enter or leave a classroom or office under any circumstances. ▶ Do not answer or communicate through your locked door. ▶ Do not allow anyone into your "secured" area.. ▶ Do not respond to a Fire Alarm unless imminent signs of fire are observed or you are advised to evacuate. ▶ Do Not talk within your secured area, except only as absolutely necessary. ▶ Take attendance – include additions. Missing students' last known locations should be noted. Keep this record for when you are released from the lockdown. ▶ Lockdown will end <u>ONLY</u> when you are released from your room by emergency responders or other authority.*