

Berlin Central

School District

October 24, 2011

To All Parents:

The Berlin Central School District is committed to providing you and your children with a safe learning environment. The safety of your child and all children in our schools, as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures.

During the week of November 7-10th, we will be conducting a series of emergency drills throughout the week in observance of National Severe Weather Awareness Week. This letter is to help you understand the importance of this as well as to understand each type of drill. The students and staff of your child/children's school will be practicing 3 primary emergency drills next week. They are "FIRE DRILLS"; "LOCKDOWN DRILLS"; and "DUCK and COVER DRILLS". Each type of drill is explained below.

FIRE DRILLS

One of the drills that we will be conducting in school will conduct a "Fire Drill". This is a Fire Code requirement as well as a requirement by the New York State Department of Education. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

LOCKDOWN DRILLS

The school will also conduct a "Lockdown Drill." next week. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the school authorities authorize such a release.

DUCK and COVER DRILLS

The final drill will be the "Duck and Cover Drill. The purpose of this drill is to prepare students to move to a safe location within the building in case of severe weather or tornados.

Please remember that these are just safety drills and are done to help maintain our schools as a safe place to learn and work. If you have any questions regarding any of these safety drills or other safety concerns, please contact your building principal at Berlin Elementary (658-2127) or Berlin Middle/High School (658-2515)

Sincerely,

Michelle S. Colvin, Principal
Berlin Elementary School

