

To All Parents/Guardians:

Thank you for choosing Muscogee County Schools to provide educational services to your child. We are proud to be able to serve you and your children, and we will continually strive to provide a safe learning environment for them.

The safety of your child and all children in our schools, as well as the safety of the school staff and support personnel, is extremely 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.

We will be conducting various drills throughout the school year. This letter is to promote awareness of the importance of this, as well as to understand each type of drill.

The students and staff of your school will be practicing three (3) primary emergency drills. They are "FIRE DRILLS"; "LOCKDOWN DRILLS"; and "SEVERE WEATHER DRILLS". Each type of drill is explained below:

#### FIRE DRILLS

The school will conduct a "fire drill" each month (except for two severe weather months) that school is in session. This is a Fire Code requirement as well as a requirement by Muscogee County Schools. We want each student to understand and be aware of the importance of this drill when the fire alarm is sounded.

#### LOCKDOWN DRILLS

The school will conduct periodic "Lockdown Drills". 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 classrooms and school building will be locked. They 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 or exit the building until the authorities authorize such a release.

#### SEVERE WEATHER DRILLS

The "Severe Weather" drill will be conducted twice a year. The purpose of this drill is to prepare students to move to a secure location within the building in case of severe weather or tornados.

Please remember that these safety practice drills 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 MCSD PD or Risk Management.