

September, 2013

Dear Parents,

The safety of all the children and staff in our schools is important. In order to ensure a safe environment, it is imperative that we practice our emergency and crisis response plans. We do this in collaboration with the city's Fire Departments, Police Department, and Emergency Medical Services. The Middletown Public Schools and the Middletown Emergency Management Team work together in order to assess the schools' readiness to address a variety of emergency situations.

Below is a description of the three primary emergency drills we will practice:

**Fire/Evacuation Drills**

The schools will conduct regular fire drills in compliance with state law. We want each child to understand the procedure and the importance of an orderly evacuation. By practicing all participants will know exactly what to do and how to respond.

**Lock-Down Drills**

The school will conduct lock-down drills each year. This drill secures the school building and shelters staff, students, and visitors inside the building. All perimeter doors will remain locked until the danger outside or inside the building has been removed. No one will be allowed to enter or exit the building until authorities sanction such a release. Rest assured that administrators and staff will properly prepare and inform the students about the lock-down simulations and their purpose. Our goal is to make this procedure as routine as our fire drills so that in an emergency students and staff will respond reliably.

**Shelter-in-Place/Drop & Cover Drills**

The Shelter-in-Place/Drop & Cover drill will be conducted once a year to prepare to move to a safe location within the building due to severe weather or an external chemical or biological threat.

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. Thank you for your continued support.

Sincerely,

Patricia Charles, Ed.D  
Superintendent

Bruce Driska  
Director of Emergency Management

Modified: 9-10-13