

September 7, 2017

Dear Parents:

The safety and welfare of our students and staff are our highest priority at Sherbrooke Academy Junior. We wanted to let you know that your child will be participating in training drills throughout the year as part of our comprehensive emergency preparedness plan. The goal of practicing the drills is to help our students feel safe at school and to know what to do should an emergency arise. The teachers have prepared the students on procedures. To reassure our young students, the first fire drill and lockdown drill are informed ones. The first fire drill will take place tomorrow, Friday, September 8 and the first lockdown drill is planned for Tuesday, September 12. We are sharing this information with you so you may discuss the drills with your child. Below is a brief description of the drills that will be practiced:

**Evacuation:** How to exit the school in a quick and orderly manner. This is most typically used for a fire drill. Each class follows an exit route and are accounted for while waiting quietly with teachers outside the building. No one can enter the school during an evacuation.

**Lockdown:** How students are kept safe when there is a potential threat within the school. Students practice staying quiet and unseen within classrooms, closest classrooms and restrooms (if they are not in their classroom). Nobody may leave their classroom during a lockdown and entry into the school is not permitted. We strongly encourage you to talk to your child about what to do both at school and at home in the event of a crisis.

In the case of an actual emergency, in order to protect your child, students will only be released to parents and/or other adults listed on the emergency information provided to school. Please be sure that this information is current and accurate. It is a good idea to have several trusted adults listed with the school.

If you have any questions about any of our safety procedures, please do not hesitate to contact us.

Sincerely,  
Carmela di Iorio, Principal