



# **Saint Francis of Assisi School**

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**March 27, 2008**

Dear Saint Francis of Assisi Families,

This coming Wednesday April 2nd the school will be having a level three lockdown. This is only a drill and it is taking place so that the students and faculty can practice the lockdown procedures in the event of an emergency. The children will all be in a classroom when the drill takes place and the teacher will lock the doors and children will remain silent until the announcement is made that the lockdown is over. In the future, drills will take place during lunch and recess to practice those specific procedures.

The Crisis Team will have a follow up meeting after the drill to discuss how everything went during the lockdown.

Please note:

During a “lockdown” no one is permitted to enter or leave the building. Therefore, we will not communicate with parents via Connect Ed until all is clear, as we would during an evacuation.

Thank you,

Saint Francis of Assisi Crisis Team