



FORT EDWARD UNION FREE SCHOOL DISTRICT

220 BROADWAY
FORT EDWARD, NEW YORK 12828
(518) 747-4529

To All Parents and Guardians:

The safety of your child(ren), and every individual in our school community, is critical to us. To maintain a safe environment, we must practice our emergency response procedures by conducting drills. As required by New York State Education Law, the students and staff in our school will be practicing “Evacuation Drills” and “Lockdown Drills.” These drills will help enhance and refine our emergency response procedures. Each type of drill is explained below.

EVACUATION DRILLS

During an “Evacuation Drill,” the school community will practice leaving the building. Students will be escorted to a safe location outside of the building. After the drill, all students will be escorted back into the building. Evacuation drills are important because they help students and staff practice leaving the building in an orderly and safe manner in the event of an emergency.

LOCKDOWN DRILLS

The purpose of a “Lockdown Drill” is to practice keeping everyone safe from any danger outside or inside the building. During a “Lockdown Drill,” all doors inside and out of the school building will be locked and no one will be allowed to enter or leave until the drill is completed. Students and staff will remain inside locked classrooms until released by law enforcement and/or our administrative staff. A Lockdown Drill will be clearly announced as a drill and conducted in a trauma-informed manner. Lockdown drills are important because they help students and staff prepare to respond safely and quietly in an emergency.

As per a new state regulation, you will be notified of upcoming drills within one week of the scheduled drill via our “all call” system, and will receive the below notification:

I am informing you that the school will conduct a required emergency response drill within the next week. Before our drill, staff will talk to students about procedures, explain what to do, and why their actions are important. After the drill, staff will reassure students that they are safe. This drill is conducted to ensure that, in the unlikely event of a dangerous situation, our school community is prepared and knows how to stay safe.

You can help us practice and prepare for our drills. During the drill, we respectfully ask for your support:

- Please do not come to the school campus.
- Please do not call the school offices.
- Please do not contact students or staff members via cell phone or social media.
- After the drill, you can support your child by helping them understand why we practice and prepare by conducting drills.
- Please remember that conducting these safety drills can help maintain our schools as a safe place to learn and work.
- Please make sure that your contact information is always current.

I realize that even the mention of the word “Lockdown” may cause unwelcome thoughts. I hope that it is reassuring to know that we are practicing and improving our response through these drills. Please remind your child(ren) that any concern regarding safety within our school should be immediately reported to a school staff member. If you have any questions or need further information, please do not hesitate to contact us.

Sincerely,
Erin Russo
PK-12 Principal