

September 23, 2011

Dear Cloverly Parents:

As part of the Local School Emergency Plan and to prepare for any potential emergencies that occur on or around school grounds, all Montgomery County Schools are required to practice with staff and students a minimum of two Lockdown drills and two Shelter drills. We are writing to inform you that we practiced two drills this week, one Shelter and one Lockdown and to give you more information about what is involved with these drills.

Shelter (formerly Code Blue) is a term used in an emergency at a Montgomery County Public Schools (MCPS) facility that requires all students to be accounted for and under supervision. A Shelter situation could be called if a student or staff member was seriously injured in the hallway or if a serious situation was occurring in the community. Students and staff would be alerted by an announcement via the intercom system that a Shelter situation was in effect. All emergency team members would report to the office while students either remained in or reported to their classrooms. Attendance would be taken immediately to account for all students. An announcement would be made notifying everyone that the Shelter situation had ended.

Lockdown (formerly Code Red) is a term used at a MCPS facility when an immediate lockdown of classroom and other doors is warranted. A Lockdown would be called in the event that someone either near or in the school building posed an immediate threat to students or staff. Similar to a Shelter situation, students and staff would be alerted by an announcement via the intercom system that a Lockdown was in effect. All students would either remain in or report to their classrooms or the nearest securable location. In the event of a Lockdown all window blinds would be drawn, attendance would be taken, and all students would be accounted for. Following the Lockdown, an announcement would be made notifying everyone that the Lockdown had ended.

In addition to Lockdown and Shelter drills, we are also required to complete **10 fire drills** per school year. So far this school year, we have had one fire drill and we plan to have at least one fire drill each month throughout the rest of the school year.

Your children's safety is of utmost importance to us. Please discuss these drills with your children and let us know if you have any questions.

Sincerely yours,

Ms. Brunson, Principal

Ms. Melnick, Principal Intern