

# Jennings School

**Tony Vuolo • Principal**

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September 13, 2017

Dear Jennings Families:

The safety and security of the students and staff of Jennings Elementary School are very important to us. Our Emergency Protocols include procedures for many different types of events. **On Thursday, September 14, 2017**, we will be conducting a Lock Down Drill. Similar to a fire drill, a Lock Down Drill is designed to ensure student and staff safety in the event of a natural disaster or other emergency situation. Unlike a fire drill, a Lock Down Drill is designed to have students and staff members remain in the building in a safe and supervised location. All staff members have received safety training from both the Fairfield Police Department and the Fairfield Fire Department on a wide range of emergency procedures, including a facility Lock Down.

Our first Lock Down Drill is around 2:30 and will last approximately 20 minutes. This first drill is the only drill we announce in advance. During this exercise students will learn to respond to faculty direction in a calm and orderly manner. It is also important to note that during these drills, or in an actual crisis situation, our office staff is directed to NOT answer the phone or respond to visitors trying to enter the building.

As always, we will evaluate the process and student reaction in order to make any improvements that are warranted. Before the drill your child's teacher will present an explanation and specific instructions. The description provided to students will assure them that Lock Down Drills, like fire drills, are a part of the standard safety procedures of the school.

Fairfield Police Department representatives are on site to observe and provide feedback to our staff regarding processes and implementation. In the past, the onsite officers have been very impressed by our drills.

We are confident that extending our emergency procedures to include this type of drill will further enhance the safety of our children within our school community. Please do not hesitate to contact me if you have any questions.

Sincerely,

Tony Vuolo  
Principal  
Jennings Elementary School