



Dirksen Primary School

Melissa Lard ♦ Principal

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November 6, 2019

Dear Parents/Guardians,

In the event of an emergency, it is imperative that all students and staff are prepared and know when, where and how to move to a safe location. Emergency drills of all kinds occur periodically throughout the year at our school (fire drills, bus evacuation drills, shelter-in-place drills). Drills allow for our staff and students to practice safety procedures if an emergency occurs.

Illinois state law now requires all schools to participate with local law enforcement in a law enforcement safety drill with students present. On **November 13, Dirksen Primary & Broadmoor Junior High School** will participate with local law enforcement in this safety drill. To begin the drill, administration will make the following announcement to the school: "This is a drill. Begin lock-down now. This is a drill." During the drill, all staff and students will silently secure/lock themselves in the nearest room and move/remain out of sight. Law enforcement and administration will walk the hallways to ensure doors are locked and all are out of sight. When the drill is over, administration will announce to the school that the drill is over and classes may continue as planned.

Safety is a top priority in our school. We want all students and staff to be properly prepared and safe in the event of an emergency.

If you have any questions or concerns, please contact the school office. Thank you.

Sincerely,

Melissa Lard

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