



# Curtsinger Elementary

**Maureen Salzman**  
Assistant Principal

**Angie Borgarello**  
Principal

**Sandy Hicks**  
Counselor

## CRISIS DRILLS

November 5, 2009

Dear Parents and Guardians,

In order to ensure the safety of your child at school, Curtsinger Elementary will routinely practice fire, tornado and lock-down drills. Each of these drills allows students and teachers the opportunity to learn where they need to go and what they need to do in the event of an actual emergency.

On **Friday, November 13, 2009**, we will practice severe weather and lockdown situations. Do not be alarmed if you see these drills in action. Should weather or other unforeseen conflicts prevent our practice that day, it will be rescheduled for a later date.

During a fire drill, classes are assigned a designated area outside of the building. Specific arrangements are made to allow emergency equipment to use the driveway areas without endangering students.

During a tornado drill, classes are assigned designated areas within the building. Students are placed in "duck and cover" position in the safest areas of the building and remain in that area until the alert has passed.

During a lock-down drill, students and teachers remain in the classroom with doors and windows locked. Only the Curtsinger Crisis Management Team is allowed in the hallways. No one is allowed to exit the building, and no one is allowed to enter the building. Anyone in the building at the time of lock-down will not be able to exit the building until the lock-down has been completed. If you are outside the building, you will not be permitted to enter during lock-down. Lock-down situations include intruders inside or outside the building, medical emergencies for staff and students, and other situations where it is necessary to "freeze" all students and staff simultaneously in the building.

In the event of an actual emergency, parents and guardians will be notified as soon as possible and given instructions as to our next course of action. Please do not attempt to enter the building and remove your child. This will only add to the confusion and may prevent key school and emergency personnel from fully performing their duties of ensuring the safety of all students and staff. To ensure student safety in the event of a building evacuation, students from Curtsinger Elementary will be temporarily relocated to Water's Edge Church (across the street) and then transported to Clark Middle School, located at 4600 Colby Drive.

The safety and well-being of your child is our foremost concern. We appreciate your support.

Sincerely,

Angie Borgarello

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