



# Lewis Britton Middle School

80 W. Central Ave. Morgan Hill, CA 95037

Principal - Mrs. Nanette Donohue • Phone - 408.201.6160

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To All Parents and Guardians:

We are proud to be able to serve you and your children, and we will continually strive to provide a safe learning environment for them. The safety of your child, as well as the safety of the school staff and support personnel, is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and safety protocol by having drills designed to exercise our plan.

We will practice drills on two separate dates over the next two weeks; one will be practiced on Tuesday, March 21st with only the school staff and students, and then one on Tuesday, March 28th with our school resource officer. This letter is to help you understand the importance of this as well as to understand each type of drill.

The students and staff of your school will be practicing 2 primary Safety Drills. They are “SHELTER-IN-PLACE” and “RUN-HIDE-DEFEND”. Each type of drill is explained below. Additionally, [here is a reference sheet of all safety protocols](#). This information will also be posted on the Britton Website.

## SHELTER-IN-PLACE

A shelter-in-place occurs when all students and staff need to get and stay indoors quickly but can remain in sight and resume class as normal.

- When might this occur? If there is a medical emergency on campus, police activity in the area, or other concerning events that require fewer people out on campus.

## RUN-HIDE-DEFEND

A run-hide-defend occurs when students and staff need to immediately get out of harm's way by running off campus, hiding in classrooms (lockdown), and/or defending against a threat.

- When might this occur? If there is a dangerous intruder on campus or an immediate threat is present.

There will be “DRILL IN PROGRESS” signs posted outside of our campus gate as a notice and reminder. During the drills (and in an actual emergency) you will not be able to enter the front office or campus, and you will likely experience longer than usual wait times to speak with a staff member. Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency. We thank you for your patience.

Although emergency events are rare, we understand that the perception of such risks can be high. Please remember that these safety practice drills are conducted to help maintain our school as a safe place to learn and work. If you have any questions regarding any of these Safety Drills or other safety concerns, please contact the school office.

We appreciate your contribution and support in making Britton a safe place!

Sincerely,

*Nanette Donohue*  
Principal

*Lauren Shiffrin*

Assistant Principal

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The Britton Middle School Safety Team