



## Natoma Station Elementary School

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Vickie Boudouris, Principal  
<http://www.fcusd.org/nse>



Dear Natoma Station families:

As part of our school and District's ongoing safety and emergency response planning, we're reaching out to inform you that our school will be practicing various emergency preparedness drills – including lockdown and active shooter scenarios - throughout the year. While we hope never to experience a worst-case scenario, safeguarding our students and planning for emergencies of all kinds is our top priority.

Our teachers and staff will review emergency procedures with students prior to drills, so you may hear information from your child. The instructions are age-appropriate and skills-based. The drills are designed to empower students and staff with knowledge about how to stay safe. **As in regular fire drills, we will not use dramatization or fear-inducing techniques during drills.** These training exercises give us opportunities to practice skills and to verify systems and timing.

For security reasons, we must be careful not to release too many tactical details about our practice drills and emergency plans. We understand that our parents and guardians desire to understand the basics of our protocols so that they can reinforce the importance of them with their students at home. Here is a brief overview of what we are reviewing with our students so that they know what to expect during a drill or an emergency:

- During an emergency, an adult will make an announcement over the PA system. **When we practice, PA announcements will clearly state that we are only having a drill.**
- All students and staff are instructed to silence their phones during drills and emergencies: that means NO social media updates.
- No visitors will be allowed during drills.
- During an active shooter or lockdown scenario, teachers, staff, and students are instructed not to open their doors - even if they think they are being told to do so by administrators or law enforcement. Law enforcement and/or an administrator will unlock doors when it is safe to do so.
- We will be reviewing with teachers and students (age-appropriately and in an informative manner) how to flee or defend themselves by any means possible should a dangerous encounter happen in their classroom or immediate vicinity.

We have been and continue to collaborate with our local law enforcement on lockdown drills and active shooter procedures. To properly prepare students, and to ensure that they are not frightened during drills, teachers and staff will be discussing the planned activities with students both before and after the events. We are not announcing dates and times of drills, except to notify staff the morning of the activity; however, we will share more information about safety preparedness and emergency procedures periodically.

We're always seeking to improve and welcome your input. Should you have questions, concerns, or feedback regarding this drill or any other safety concerns, please feel free to contact Vickie Boudouris at 916-294-9145 or [vboudour@fcusd.org](mailto:vboudour@fcusd.org).

Sincerely,

Vickie Boudouris, Principal