



# CYPRESS LAKES SPARTANS

Dear Parent(s) or Guardian(s):

The safety and welfare of our students and staff are our highest priority. To provide schools an opportunity to practice emergency response procedures, our district Superintendent has asked all students and staff to participate in emergency preparedness drills on a continuous basis.

The goals of the training drill are to improve our ability to protect students, save lives, and reduce injuries. They allow us to evaluate our emergency operations plan and improve our response skills. As part of the drill, the students and staff will participate in the activation of our Campus Emergency Operations Plan.

In order to protect students, in case of an actual emergency, students will only be released to the parents and/or other adults listed on the student's Emergency Card. Please ensure that this card has updated and accurate information. It is a good idea to have several trusted adults listed on the card, including one or two who live within walking distance of school. You should assume that in an actual emergency, telephone communication may not be possible, and so you should discuss your family meeting place and reunification plans in advance with anyone listed on the student's Emergency Card.

In the event of an actual emergency any approved emergency contact person should bring a government issued identification and should first come to the Parent Check-in area to request the student. While the student is located, the adult will be directed to the Parent/Student Reunify area to meet their child and sign them out. This procedure is designed for your child's protection and for your peace of mind.

Prior to the drill, please discuss your family's home preparedness plan with your student(s). The American Red Cross has outstanding materials. You can obtain Red Cross materials in English or in Spanish from their web site: <http://www.redcross.org> or by calling your local chapter. The Harris County Office of Emergency Management has valuable information on emergency preparedness, and there are resources to be discovered on the internet in many languages.

If you have any questions or need further information, please do not hesitate to call our school office at Tel. 281-856-3800.

Sincerely,  
Lanette Bellamy, Principal

**Cypress Lakes  
High School**  
5750 Greenhouse Rd  
Katy, TX 77449

**Lanette Bellamy**  
Principal

**Sandra Paiz**  
Associate Principal

**Fran Williams**  
Director of Instruction

**Kimberly Childress**  
Coordinating Counselor