

St. Francis Parents and Guardians:

Every year, our school is required to practice a certain number of school safety drills to ensure our students and faculty/staff know how to respond in the unlikely event of an emergency at St. Francis High School. New York State requires schools to notify parents, students, and staff when an evacuation or lockdown drill will take place. We will send you a notification letting you know that a drill will be scheduled within the week. These exercises allow us to be proactive so that all members of our school community know what to do in the event of an actual safety event. Drills will never include props or actors or mimic any type of incident of violence. Our faculty will always review evacuation policies and procedures with our students, explaining the importance of these drills, what to expect, and how to handle an emergency.

After the drill has been concluded, a follow-up notification will be sent, letting you know that the drill was held. If you have changed your contact information recently, please contact the Main Office to ensure we have the correct information on file.

As a reminder, the two types of safety drills we practice in our schools are Evacuation Drills and Lockdown Drills.

- **Evacuation Drills** – often just called **Fire Drills** – are when everyone in the school leaves the building after the building-wide alarm goes off. Students are escorted outside to a safe location and distance from the building. Once the drill is over, everyone returns inside. We practice these drills in the event of an emergency – such as a fire – that would require getting everyone out of the building quickly and safely.
- **Lockdown Drills** are announced over the PA system and are always clearly stated as drills. Everyone in the school then follows the lockdown protocols of staying out of sight, staying quiet, and in a barricaded or locked area for the duration of the drill. The administration then goes around the school to inspect how well those protocols are being followed, taking note of what, if anything, could be improved. We practice these drills in the event of an active threat inside the building, where evacuation would not be the safest option.

This is a formal notification that St. Francis High School will be conducting a series of school safety drills within the next week, including:

- Evacuation Drill - Fire Drills
- Lockdown Drill

For security reasons, the exact times and dates of drills cannot be provided in advance. The lockdown drill should take approximately 20-30 minutes, during which parents and students will not be permitted to enter/leave the building.

Please don't hesitate to reach out if you have any questions about the drills or other safety concerns. Thank you for your understanding and cooperation as we work to keep our school community safe. Provided below are links to help better understand school safety for students and parents/guardians.

[New York State Lockdown Regulations](#)

[School Safety During an Emergency or Crisis: What Parents Need to Know](#)

[Talking To Kids About School Safety](#)

Sincerely,
Kyle Anderson '11
Dean of Students