

September 27, 2016

Dear Parent/Guardian:

As you know, schools are required to practice many types of safety drills. These drills are designed to help students and staff understand the necessary procedures in the event of an emergency.

One of the drills our Herkimer BOCES will be practicing in the near future is a Lockdown. Lockdowns are used to keep the students safe from any danger outside or inside the building. It will secure the school building and safely shelter all students, staff and visitors inside the building. This drill consists of students staying quietly in their classrooms while waiting for further instructions. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the end of the drill.

The safety of our students and staff is vital to the operation of our BOCES. Your support in this procedure is appreciated. If you have any questions or concerns, please contact Mrs. Fox at 867-2093 or Mrs. DerCola at 867-2205.

Sincerely,

Mrs. Kathleen M. Fox

CTE Principal

Ms. Brittany DerCola

VP-TECH Principal