

# West York Area School District

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West York Parents and Guardians:

Thank you for choosing the West York Area School District to provide educational services to your child. We are proud to be able to serve you and your children and will continually strive to provide a safe learning environment.

The safety of your child and all students in our schools, as well as the safety of staff and support personnel, is our highest priority. To maintain a safe environment for students to study and learn, we must practice emergency and crisis response plans by having drills designed to exercise our procedures.

We will be conducting various drills throughout the remainder of the school year. This letter is to help you understand the importance of this as well as to understand each type of drill.

Students and staff at each school building will be practicing four primary types of emergency drills each year. They are **FIRE DRILLS**, **LOCKDOWN DRILLS**, **SHELTER-IN-PLACE DRILLS**, and **EVACUATION DRILLS**. Each type of drill is explained below.

## **FIRE DRILLS**

Each school will conduct a Fire Drill each month that school is in session. This is a Fire Code requirement as well as a requirement for all Pennsylvania public schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing, they will know what to do and how to do it.

## **LOCKDOWN DRILLS**

Each school will conduct a Lockdown Drill periodically throughout each school year. This type of drill will secure the school building and safely shelter all students, staff, and visitors inside the building. The purpose of this drill is to keep students safe from any danger outside or inside the building. During a lockdown drill, all perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.

## **SHELTER-IN-PLACE DRILLS**

The Shelter-in-Place Drill will be conducted each school year at all buildings. The purpose of this drill is to be prepared to move to a safe location within the building in the event of severe weather or tornados.

## **EVACUATION DRILLS**

Evacuation Drills will be conducted twice per school year. During an Evacuation Drill, students will be safely escorted or respond along a designated evacuation route to one of our predetermined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.

For the safety of everyone involved and to maintain order, we respectfully ask that you would abide by the following during these drills:

- Do not come to the school campus.
- Do not call the school offices (as they will be busy with the drill or an actual emergency).
- Do not contact students or staff members via cell phone or social media (as they will be busy with the drill or an actual emergency).
- Avoid social media posts. Correct information will be disseminated through our automated system as soon as possible.
- 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.
- In the event of an actual emergency evacuation, you will receive a notification where to pick up your child as soon as practicable.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work. Additional safety information regarding specific school buildings within the District may be communicated by each school administrator.

If you have any questions regarding any of these Safety Drills or other safety concerns, please contact your school office or the District Coordinator of Safety & Security.

*Sincerely,*

**Ivan Quinones**

Coordinator, Safety & Security

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