

Mansfield Township School District
50 Port Murray Road
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Dear Parents,

Today our school conducted an emergency drill. I would like to provide you with more information about what this means and looks like for your child while they are here at school. While there are many types of emergencies that we prepare and practice for, to the public eye and your child they all fall into three different categories: evacuation, lockdown, and shelter in place. We are required to conduct one emergency and one fire drill monthly. You will continue to receive notifications for the monthly emergency drills.

Evacuations are similar in nature to a fire drill. All students and staff exit the building, reporting to designated spaces. We have procedures and practices in place to ensure the building is cleared and all are accounted for. An evacuation could be utilized for a non-fire situation in which it is deemed safest to remove everyone from the building, such as an unexplained, suspicious odor or fumes.

Lockdowns are the most commonly known drills and tend to be associated with the most serious situations. A lockdown is utilized when there is a known or suspected threat to safety that requires staff and students to stop all operations and proceedings, gather quietly in secured internal locations, and await instructions from trusted adults. Lockdowns can be initiated for threats inside the building or out, when safety is at risk.

A Shelter in Place is the least serious in nature and is applied to the widest variety of situations. The nature of the threat dictates the parameters of the shelter in place. Minimally, a shelter in place results in window and door shades being drawn to limit the visibility of a situation. In some situations during a shelter in place students and staff continue with the normal proceedings of our day, moving freely about the building with the shades drawn and while remaining indoors. This might be the situation if there is wildlife such as a fox or bear outside and perhaps acting strangely. It can also be the result of a traffic accident with emergency response or police activity close to the school. A shelter in place is also utilized during medical emergencies with the aim to protect the privacy of the staff or student involved and limit the exposure of those individuals. In situations like this we draw the shades, clear the hallways, and limit staff and students to their classrooms until the situation is over or has been

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isolated to a secured, private location. These two types of situations are the most common causes of a shelter in place.

Regardless of what type of an emergency occurs we will update the school community with a blackboard communication, providing as much information as possible without compromising any individual privacy, whether it is a student or staff member. In the event of a security emergency, it is imperative that parents not come to the school and instead await directions for reunification with their child, if warranted. Coming to the school utilizes valuable resources and keeps law enforcement and other first responders from tending to the emergency.

Respectfully,

John Melitsky

John Melitsky
Principal