



TWO STEP PARENT NOTIFICATION IN CASE OF LOCKDOWN

For the purpose of this document, a lockdown is defined as a procedure in reaction to an external event in or around the school which may directly or indirectly impact the safety of the students and staff of the school. During a lockdown period, no one is allowed in or out of the school until the lockdown has been lifted.

Please **DO NOT** contact the school as all available personnel will be busy with attendance and supervision of our children. Thank you for your cooperation in this matter.

The Principal (Head of School) or his designee will decide if a lockdown is necessary. He/she will announce “We are in lockdown. This is not a drill”.

1. At the conclusion of the lockdown, we will attempt to notify all parents via the Connect Ed system and provide the parents with a brief assessment of the situation based on information provided to us by the Worcester Police Department.
2. Whenever possible, a written note will be sent home on the day of the lockdown with all students which provides a brief explanation of the incident that occurred during the school day. We will not be able to reveal any information that is part of an on-going police investigation. You may contact WPD for more information, but we have to operate within the police guidelines regarding release of such.