

**CHATHAM CENTRAL SCHOOL DISTRICT  
50 WOODBRIDGE AVENUE  
CHATHAM, NY 12037**

**OFFICE OF THE SUPERINTENDENT**

October 12, 2016

Dear Parent or Guardian,

Starting with the 2016-17 school year, Chatham Central School District will be practicing lockdown drills on a more frequent basis. While we have conducted lockdown drills up to twice a year in the past, a new state law now requires all schools to conduct a minimum of four lockdown drills per year along with eight fire/evacuation drills.

Lockdown drills involve teachers locking their classroom doors and students staying quiet and out of sight in the classroom or other school locations. All exterior doors remain locked and no one is permitted to enter or leave the building. Please note that office staff will be participating in this drill, so school phones or entrances will not be answered while the drill is underway.

Our first lockdown drill is scheduled to take place sometime next week and will involve all three of our school buildings. In order to make the drill as effective as possible, the exact time and date will not be announced. The drill will be conducted by District staff with the assistance of our School Resource Deputy, and is expected to take less than an hour.

In the past, Chatham Central Schools has provided parents with advanced notice of the window of time in which lockdown drills would occur. With the requirement for more frequent drills, please be aware that future lockdown drills may take place unannounced, much like fire drills. This allows for a more authentic opportunity to practice for emergency situations. Our goal, while practicing important safety procedures, is to make sure all students feel safe and minimize disruption to the school day. We review lockdown procedures with our students, but we also ask that you take this opportunity to talk with your children about safety and staying calm during emergencies. Please reinforce the following points:

- Lockdown drills are intended to practice for situations where it is safer for students to stay inside their classrooms or other locations in the school, rather than to evacuate the building.
- While situations that require schools to lockdown are extremely rare, practicing lockdown drills regularly in addition to our fire/evacuation drills helps us to be better prepared for all types of emergencies.
- Students should not use their cell phones or communicate with other online devices during a drill or actual lockdown, as it is imperative that they not give away their safe locations.

As part of these drills, our school will continue to work closely with local authorities to coordinate our emergency response efforts. These partnerships allow us to evaluate our efforts and improve our school's preparedness for emergency situations.

If you have any questions or need further information, please do not hesitate to contact your child's principal.

Sincerely,

*Cheryl A. Nuciforo*

Cheryl A. Nuciforo, Ed.D.  
Superintendent