



September 2015

Dear Parents,

In order to insure the safety of your child at school, Sparks Elementary will routinely practice fire, tornado, and lockdown drills. Each of these drills allows students and teachers the opportunity to learn where they need to go and what they need to do in the event of an actual emergency. Do not be alarmed if you see our drills in action.

During a fire drill, classes are assigned a designated area outside of the building. Specific arrangements are done to allow emergency equipment to use the driveway areas without endangering students.

During a tornado drill, classes are assigned designated areas within the building. Students are placed in “duck and cover” position in the safest areas of the building and remain in that area until the alert has passed.

During a lockdown drill, students and teachers remain in the classroom with doors and windows locked. Only the Sparks Crisis Management Team is allowed in the hallways. No one is allowed to exit the building and no one is allowed to enter the building. This includes parents. If you are already in the building, you will not be able to exit. If you are outside the building, you will not be allowed to enter. The building is in lock down mode. Lockdown situations include intruders inside or outside the building, medical emergencies for staff and students, and other situations where it is necessary to “freeze” all students and staff simultaneously in the building.

In the event of an actual emergency, parents will be notified as soon as possible and given instructions as to our next course of action. Should Sparks ever face the situation of fire, tornado or lockdown, parents are asked to gather at Pioneer Middle School. Please do not attempt to enter the building and remove your child. This adds to the confusion and may keep key school and emergency personnel from being able to fully perform their duties to insure the safety of all students and staff.

Thank you for your support. The safety of your child at school is very important to us.

Sincerely,

Amy Baker
Principal

Kardel Miller
Assistant Principal