



LEVITTOWN PUBLIC SCHOOLS
Levittown Memorial Education Center
150 Abbey Lane
Levittown, NY 11756



Christopher Milano
Director of Facilities
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Dear Parents:

Our District Wide Safety Plan references specific responses to crisis situations. Our responses will help us prepare for a variety of different emergencies. Each school year, these drills are practiced by students and staff to ensure their effectiveness. In many instances, these drills are conducted in cooperation with the 8th or 1st precincts of the Nassau County Police Department. Below you will find a brief description of each drill.

Emergency Drills

In accordance with NYS Education Law, schools are required to hold twelve emergency drills per year, four of which must be lockdown drills, and the remaining eight are required to be evacuation drills. Eight of the required twelve drills will be completed by December 31st.

Emergency Sheltering Drill & Early Dismissal Drill (District Wide)

The Commissioner of Education and the Board of Regents require all school districts under Section 155.13 of the Commissioner's regulations to conduct an **emergency sheltering drill** and early dismissal drill each year. Students will be dismissed from school early. **Due to COVID-19, all dates, times and procedures are subject to change at the direction of NYS Education Department.**

On **November 13th, 2020** approximately 20 minutes before dismissal (3:08 PM elementary schools, 2:35 PM for Middle Schools and 2:05 for High Schools**) students will be assembled in the designated sheltering areas for their building. **Approximately ten minutes before the end of the day (3:18 PM elementary, 2:45 PM middle and 2:15 for high schools) students will be dismissed.** Transportation will be adjusted on that day for all students who are eligible for bus services. All parents should make necessary arrangements to ensure adequate coverage for their student's arrival home ten minutes early. All after-school activities including the LAP program will **not** be canceled.

Lock Out Drill

This is a procedure that allows the school to continue with the normal school day but curtails outside activity and allows no unauthorized personnel into the building. The "lock out" is most commonly used when the threat is general or the incident is occurring outside the school building or on an off-school property.

Lockdown Drill

In certain situations it may be determined that the safest place for students and staff is inside the building and, under such circumstances, the building will be secured by using a lockdown signal from the office. Students and staff are trained to follow proper protocol during lockdowns. They will remain in classrooms until the “all clear” is sounded. Students and staff are not allowed to use their cell phones for calls or for text messaging during a lockdown drill or situation. Hundreds of calls being made simultaneously will not only jam the system, but will result in parents arriving at the school, which only increases the danger to everyone.

These drills are practiced a minimum of four times per year. Please be advised that during the drill visitors are prohibited from entering the building. Visitors who are already inside the building will take part in the drill.

During a lockdown, parents are asked to remain calm as local authorities resolve the situation. If the lockdown is expected to last beyond normal dismissal time, the District will make every attempt to keep parents informed and post information on the District and school website via local media where appropriate. Please keep in mind that you will not be able to pick up your child(ren) while the lockdown remains in effect. This is for your safety and the safety of your child(ren).

Extended Evacuation Drill

This drill requires that all building inhabitants leave the building and grounds and go somewhere safe. Students and staff will move to an alternate offsite pickup zone. District buses will transport students to the building’s evacuation site. At the successful conclusion of the drill, students will be transported back to their regular school. Since this drill is held only at select buildings during the year, parents will be notified if their school will participate in the drill.

Each of these drills will be announced and explained to the children. The children will be told that these drills will prepare us to be safe in emergency situations.

If you have any questions or concerns, please do not hesitate to call us.

Sincerely,

Christopher Milano
Director of Facilities