

Lockdown, Evacuation, and Parent Reunification Drill:

Monday, September 28

- After the students have rehearsed the lockdown portion of the drill, the students and teachers will evacuate the building and will be directed to move to our off-campus safe staging area at Parkville High School on Putty Hill Avenue.
- Sometime after 2:15pm on September 28, parents/guardians will receive a Swift K12 alert notification concerning the event. This notification process will include specific information regarding the evacuation drill procedure.
- As a means in which to manage the traffic flow that is entering the pick-up queue on the Parkville H.S. campus, we will follow the staggered pick-up rotation that is already scheduled for that day. Please note that once we evacuate the building, we will send out four different text alerts that will be spaced out every 10 minutes:
 - **Text alert #1** - Families whose last name is: Du-La
 - **Text alert #2** - Families whose last name is: Le-Sc
 - **Text alert #3** - Families whose last name is: Se-Z
 - **Text alert #4** - Families whose last name is: A-Dr
- The students **WILL NOT** return to school after Monday's drill. As such, **there will be NO afternoon extended day care services scheduled for this day.**
- The students are invited to wear sneakers to school. And also, as the temperature may be a bit cool, please make certain that your child arrives at school with a coat for the day.
- Book bags and Chromebooks will not be brought home after the drill. For this reason, **there will be NO assigned homework on Monday** (not including previously assigned work, projects, or scheduled test preparations). Therefore, students are asked to keep anything of value on their person. Please note that the students will have an opportunity to obtain cellular devices before they depart the building.
- Also, since the students will not be carrying anything home on Monday, **the students are asked to bring their lunches in a disposable lunch bag (brown bag or plastic), including throw-away water bottles.**
- All families are required to complete the *Dismissal Authorization Form* (that was emailed home on 9/17/20). This form will be used to determine who is permitted to pick-up your child this year. This information is expected to include any carpool parent or older sibling. For this drill, **those who are authorized to pick up your child (including the parent or guardian) are expected to arrive at Parkville H.S. with a photo ID.** The ID card will be presented to the staff member at the time of the student pick-up.
- On route to Parkville H.S., all traffic is required to travel westbound on Putty Hill (as if you would be traveling from Harford Road). Families will enter Parkville H.S. by the parking lot entrance that is adjacent to the baseball and soccer fields. The traffic light entrance at Kings Ridge Road and Putty Hill Avenue is not to be used as an entrance.
- Once your vehicle enters campus, you should travel to the area in which your youngest child (or carpool student) will be gathered. If you have older students in the school/carpool, you should then proceed to the location or locations where those students will be picked up. Some families could be making stops in all three areas before exiting the high school (.).
- You will not be expected to leave your car. A faculty/staff member will bring your child(ren) to your car and check your ID.
- You will leave campus by the exitway for your oldest student. That said, you will depart from the traffic light exit at Kings Ridge Road and Putty Hill Avenue for students in grades Pre-K to 5 or you will depart from the westside exit for students in grades 6-8.
- Please place a sign on your vehicle's passenger side to indicate what grades levels you are picking up.