



Forbes Road Career & Technology Center

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Edward J. McMullen
Administrative Director, Ext. 212

September 28, 2020

To All Parents and Guardians:

Thank you for choosing Forbes Road Career & Technology Center to provide educational Services to your child. We are proud to be able to serve you and your children and we will continually strive to provide a safe learning environment for them.

The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures.

The Forbes Road Career & Technology Center Administration will be asking all students and staff to participate in a campus-wide School Security Drill on **October 2, 2020**. Please be advised that students will arrive and be dismissed at the regular time on this day.

The goals of the training drill are to improve our ability to protect students, save lives, and reduce injuries. They allow us to evaluate our emergency operations plan and improve our response skills. As part of the drill, the students and staff will participate in the activation of our school's Safe School Plan.

Due to the current national climate that we live in, we will be conducting various drills throughout the remainder of the school year, and each subsequent school year. This letter is to help you understand the importance of this as well as to understand each type of drill.

FIRE DRILL

The school will conduct a drill each month that school is in session. This is a Fire Code requirement as well as a requirement for all Pennsylvania public schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

SCHOOL SECURITY DRILL

The school will conduct School Security Drills periodically throughout each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a School Security Drills, all of the perimeter doors to the school building will be locked and will remain locked until the issue outside or inside the building is addressed. To

enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.

HAZARD EVACUATION DRILL

Students will be safely escorted along a designated evacuation route to one of our pre-determined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.

For the safety of everyone involved and to maintain order, we respectfully ask that you abide by the following during these drills:

- Do not come to the school campus
- Do not call the school offices (as they will be busy with the drill or actual emergency)
- Do not contact students or staff members via cell phone or social media (as they will be busy with the drill or actual emergency)
- Avoid social media posts. Correct information will be disseminated through our automated system as soon as possible.
- Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency.
- In the event of an actual emergency evacuation, you will receive notification where to pick up your child as soon as practicable.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

If you have any questions regarding any of these Safety Drills or other safety concerns, please contact the school.

Sincerely,
Forbes Road Career and Technology Center Administration

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