

Mr. G. Michael Apostol
Superintendent

Mr. Eric Papandrea
7-12 Principal

Mr. Mark Foti
K-6 Principal

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Ms. Patti J. Sawyer
CSE Director

October 31, 2019

Dear Parent/Guardian,

I am writing to let you know that we will be practicing our evacuation procedures on the afternoon of Friday November 8th. As you may know, our district level Safety Plan outlines a number of safety drills and activities to guide our emergency preparedness. As a part of this process, we conduct an evacuation drill each year to practice our response to a situation that requires us to evacuate students and staff from the campus in an emergency.

In past years, our drills consisted of an announcement, followed by faculty/staff and students leaving the building and reporting to the bus garage, where students got on their regular bus routes and rode home. This year, we will practice evacuating students from the campus as soon as they are able to get on a bus and leave the campus. We will drive all students from both buildings to the Schaghticoke Fairgrounds, where we will prepare them to board their regular dismissal bus route which will bring them home. This process better approximates exiting procedures that we would implement in a real evacuation. We anticipate that students may return home from this drill at about the same time as a typical day, though it is possible that students might arrive home a few minutes before or after their typical bus drop-off time.

We will dismiss the UPK program at 12:45 pm on this day, and walkers will be dismissed before the drill at approximately 1:20. The aftercare program in the Elementary School will run as usual. The aftercare students will participate in the drill and be returned to the Elementary School via bus following the completion of the drill.

If you need to pick your child up on the 8th we ask that you do so before 1:00 pm. After that time, we will be involved in the evacuation drill, and we will need students that are still in the building to participate in the drill. Students that are not picked up before the drill begins will be released to parents back at the Elementary School following the completion of the drill, (approximately 2:30 pm).

Please call with any questions.

Mark Foti



K-6 Principal