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**Frank Guglieri**  
*Regional Safety Coordinator*

TO: Regional Safety Committee  
FROM: Frank Guglieri  
DATE: April 5, 2018  
SUBJECT: **Emergency Management Plan Drill Early Dismissal – 2018**

A coordinated early dismissal drill to comply with Commissioner's Regulation 155.17 will be conducted by PNW BOCES and component school districts on **Friday, October 5, 2018.**

BOCES and other districts will dismiss students approximately 15 minutes earlier on this date.

To provide required notification to students' parents, the attached note can be mailed or carried home by students. You may wish to edit the form to include information regarding your district's school relocation center if your district is part of either Westchester or Putnam County's Indian Point Plans.

Please forward this to your transportation supervisors and school principals and make sure the appropriate district staff makes the proper arrangements.

If you would like our office to observe or assist you with this drill, please do not hesitate to contact us.

Sincerely,

*Frank Guglieri*

Frank Guglieri  
Regional Safety Coordinator

FG:cab  
Attachment

cc: J. McCarthy                      M. Skerritt                      Chief School Administrators  
L. Allen                                M. Lorenzo                      School Business Administrators  
A. Gasparini                        K. Fuchs  
L. Dutra

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*Service and Innovation Through Partnership*

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*Regional Safety Coordinator*

The \_\_\_\_\_ School has scheduled its annual “TEST” of the Early Dismissal Plan for **FRIDAY, OCTOBER 5, 2018.**

**Pupils will be released approximately 15 minutes earlier than their normally scheduled time in order to test the early dismissal response of the EMERGENCY MANAGEMENT PLAN.**

***In the event of an actual radiological emergency at the Indian Point Plant, students and staff would be relocated to the \_\_\_\_\_ (INSERT YOUR SCHOOL RECEPTION CENTER) when deemed necessary as outlined in our Emergency Management Plan.***

**Please make appropriate arrangements for the early arrival of your children as a result of this drill. Thank you.**