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[www.ttschool.org](http://www.ttschool.org)

Dear TTCS Parents and Students,

Thank you for choosing Turquoise Trail Charter School to provide an education 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 school as well as the safety of the school staff and support personnel are very important to us. In order to maintain a safe learning environment for our students, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures. We want each student to understand and be aware of the importance of these drills and not be afraid if an actual emergency occurs. By practicing they will know what to do and how to do it.

We will be conducting various drills. This letter is to help you understand the importance of this as well as to understand each type of drill. Students and staff will be practicing 3 primary emergency drills. They are "EVACUATION DRILLS"; "LOCKDOWN DRILLS"; and "SHELTER-IN-PLACE DRILLS". Each type of drill is explained below.

### **EVACUATION DRILLS**

The school will conduct an "evacuation drill" each month that school is in session. While a fire is not the only cause for an evacuation, our drills will be initiated by a fire alarm. During this drill, students and staff will evacuate to a safe location outside the building.

### **LOCKDOWN DRILLS**

At a minimum, the school will conduct one "Lockdown Drill" each semester of the school year. The purpose of this drill is to keep students safe from any danger outside or inside the building. During a "lockdown drill", all doors in the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To ensure everyone remains safe, no one will be allowed to enter or leave the building until the authorities authorize such a release.

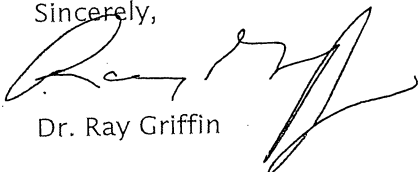
### **SHELTER-IN-PLACE DRILLS**

The "Shelter-in-Place" drill will be conducted once a semester each school year. This type of drill starts with an evacuation then finished with the students and staff kept safe in a building.

Please remember that these safety practice drills are done to help maintain our school as a safe place to learn and work. It is important that students take these drills and our safety procedures seriously to avoid unwanted consequences. Your cooperation is greatly appreciated.

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

Sincerely,



Dr. Ray Griffin