

***Important Communication for All Sleepy Hollow Parents***  
**Parental Role in event of any lockdown or hostile intruder lockdown with law enforcement & other emergency and/or protective agency present on campus**

Our School Site Council (SSC) has reviewed and updated our Emergency Preparedness Plan inclusive. It was the consensus agreement of the SSC that we needed to clarify key parental roles and support actions in the case of emergencies at Sleepy Hollow School.

If there were to be a lockdown or hostile intruder incursion at Sleepy Hollow School, the first instinct for all parents would be to rush to the school to protect their child[ren]. However, given the protocols for any school lockdown, this is EXACTLY the wrong thing for parents to do. When our school is in lockdown, the absolute requirement for all teachers, staff, and adult volunteers once in lockdown is to NOT respond to anyone at the door unless a principal, district office administrator, or Police or Fire Personnel announces all clear.

Additionally, if a lockdown due to hostile intruder is in place, police called to campus will anticipate that any adult not in lockdown and present on campus will be potentially hostile and potentially lethal. Thus, it is extremely dangerous and possibly lethal for parents to be on campus during a lockdown of any kind.

The best way that parents can support a school in lockdown or in a hostile intruder lockdown, is to:

- Not come to campus.
- Assist emergency personnel in keeping access roads to our school clear for police, fire, and emergency vehicles and personnel.
- Not engage police personnel on perimeter patrol personnel in confrontations that could distract or prevent officers or emergency personnel from supporting the larger task of keeping the school contained and free of extraneous non-first responder personnel.

Please know and trust that all the Sleepy Hollow staff have been trained and drilled on how to deal with all emergencies, including hostile intruders, and consistently make the safety of the children, staff, and community our top priority.

Finally, in the event of a hostile intruder lockdown with law enforcement present, the child to parent reunification process – which we also have a step by step practiced protocol – will take place, depending upon the particulars of the incident, under the direction of the Police or Fire Incident Commander, at either the school or another safe designated location. It is imperative that all parents be sure to have their updated emergency phone and contact information with the Sleepy Hollow Office.

With this information, after any emergency event is completed, the school district and school can immediately inform parents via phone, email, and possibly Constant Contact, that the event has been completed and the reunification process will begin at the designated location. Further instructions will be provided to you upon arrival at the designated location.