



### School Safety Drills (2021-2022)

9/30/2021

Dear High School Families:

It is my hope that you are all staying safe and doing well at this time.

This notice is being provided to update all of our families on the school's Emergency Drills Requirements and Procedures. The safety of our staff, scholars, and Academy community are of utmost importance to us.

Education Law §807 requires that all New York State schools conduct a minimum of twelve (12) drills between September 1st and June 30th. These drills include, at least, eight (8) evacuation drills and four (4) lockdown drills. At least eight (8) of the required drills must be conducted by December 31st.

The scholars and staff will primarily practice the following drills throughout the year: "Fire Drills", "Evacuation Drills", "Lockdown Drills", and "Lockout Drills". Below, you will find a description of each of these drills. Additionally, you will also find the accommodations made to each of the drills that give consideration to social distancing guidelines in light of the COVID-19 pandemic. ***Important Note: In the event of an actual emergency, scholars and staff will carry out the school's procedures prioritizing safety without considering social distancing.***

#### **Fire Drills**

The school conducts fire drills to ensure that all scholars are aware and understand the procedures to follow in the event of a fire emergency inside of the building. The goal of the fire drill is to evacuate the building as quickly and safely as possible. COVID Accommodation(s): Staff and scholars will work to practice social distancing during these drills to the extent possible.

#### **Early (Rapid) Dismissals**

The school will conduct at least two Rapid Dismissal drills to assess the readiness and efficiency of school procedures at the end of the school day in the event that the building must evacuate at the end of the day. During Rapid Dismissal drills, scholars are released from their last class within the last 15 minutes of the regularly scheduled day. Scholars and school personnel will evacuate the building as quickly and safely as possible while conducting the end of day procedures (including leaving the building, boarding transportation, etc.). COVID Accommodation(s): Release of scholars will be conducted one floor at a time until the building is clear.

#### **Evacuation Drills**

The school will conduct at least one Evacuation Drill to provide scholars with the experience and understanding of the procedures and precautions that will be taken in the event that the building must be evacuated for an extended period of time. During an evacuation drill, scholars and school personnel will evacuate the building as quickly and safely as possible and travel to our evacuation site (78 N. Franklin Street, Hempstead, NY 11550). Once the drill has completed, all scholars and staff will return to the school building. COVID Accommodation(s): Staff and scholars will work to practice social distancing during this drill to the extent possible.

### **Lockdown Drills**

The school will conduct at least four (4) Lockdown Drills during the school year. This drill focuses on the procedures and systems that all scholars and school personnel must follow in order to “secure the school building and grounds during any incident that may pose an immediate threat of violence in or around the building” (NYSED, 2020). During these drills, school personnel close and lock room doors while having scholars move to a safe area in the room until released by law enforcement personnel. COVID Accommodation(s): To assure social distancing during drills, scholars will not all move to one location in the room. When the drill begins, school personnel will review and demonstrate procedures for lockdowns with scholars.

### **Lockout Drills**

The school will conduct, periodically, Lockout Drills during the school year. This drill focuses on the procedures that all scholars and school personnel must follow to “secure the school building and grounds during incidents that pose imminent concern outside of the school” (NYSED, 2020). During a Lockout, no unauthorized personnel will be permitted in or out of the school’s building and property. All activities within the building will continue without interruption.

### ***How our families can help***

For the safety of all scholars, school personnel, and members of the Academy family, we do ask that any parents/guardians who are on-campus at the time any of our emergency drills are initiated adhere to the following:

- If there is a need to evacuate the building, families and guests must also evacuate the building.
- If there is a need to lockdown the building, cooperate with school personnel to engage in the necessary safety procedures.
- Avoid posting on social media as correct and accurate information will be provided by the Academy through our communications protocol and systems.
- Assure that your telephone and email contact information on file is accurate so that you may be contacted without delay in the event of an actual emergency.

As stated previously, the safety of our scholars, school personnel, and school community are our primary concern. We conduct these drills to assure that we are all prepared to participate in keeping our school environment and community safe.

Thank you for entrusting us with the care and education of your child.

Should you have any questions about any of our safety procedures, please feel free to contact the school’s office.

We appreciate you, in advance, for your continued cooperation and support.

Educationally Yours,



Travis Holloway  
Principal