

Lock Down Drill Information for Parents:

Crown Pointe Academy is committed to providing children with a safe learning environment. The safety of your child and all children in our school, as well as the safety of the school staff, is incredibly important to us. In order to maintain a safe environment, it is necessary that we practice our emergency response plans by having safety drills.

A lock down drill is scheduled to take place on Thursday, November 4th at 10:00 a.m. The goal of the drill is to secure the students and staff in safe locations in the building in the event of an internal threat. We will be conducting this lock down drill in cooperation with the Westminster Police Department School Resource Officers.

The following will take place during the drill:

- The announcement will be made on the two-way radios, “We are in lockdown. Locks, lights, out of sight. This is a drill.” The announcement will be made several times.
- All staff will immediately close and lock their classroom and office doors.
- Staff will move their students to an area of the room that is away from the doors and windows.
- Staff will turn off the lights and lock down with their students.
- Staff and students will remain in the rooms as the Westminster Police Department School Resource Officers work with administration to check all areas of the building. The police officers will talk with students as they check classrooms, but students will remain in lock down until the entire building has been swept.
- The main doors into the building will be locked, and parents and other visitors will not be allowed into the building until the drill is over.
- We expect the drill to take approximately 20 minutes.

Our intent is not to alarm students, but to prepare them to respond in case of an emergency. We recommend that you have conversations with your student both before and after the drill. We need your assistance in reassuring your student that though these situations are rare, it is important to know how to respond. If you have any questions, please do not hesitate to contact Mrs. Keyes or Mr. Ouweneel.