

ADULT WITH WEAPON LOCKDOWN

(Date)

Dear Parents:

I'm sure many of you are aware of the lockdown situation that took place here at school last (day of week) from talking with your children. It was reported to me that a suspicious looking adult (sex) was walking behind the pump shed on our school grounds at approximately (time). (He/She) was then sighted minutes later in the wooded area east of our playground. Exercising on the side of caution, we called the (name of county) Sheriff's Office and immediately placed the school in a lockdown.

After the sheriff and I investigated the school grounds and surrounding area and determined them safe, we dismissed the students in the normal fashion. I did ask, however, for the two sheriff cars that were present to patrol the area until our walking students arrived home safely.

The students and staff are to be commended for handling the lockdown in such a quick and orderly fashion. Our practice has surely paid off. Your children's safety is our number one concern at (name of school), and last (day of week) we made sure of it.

Sincerely,

(Principal name)
Principal