

LOCKDOWN #1/SUSPICIOUS OBJECT

(Date)

Dear (School Name) Parent(s)/Guardians(s):

The safety of our students and staff is our first priority in any situation. We would like to inform you of a situation that took place at (school name) today. At approximately (time), a suspicious looking object was discovered on the school's playground. School officials were alerted, and a call was placed to 911. In accordance with our emergency plan, the school was immediately placed in lockdown mode.

A lockdown is defined as a situation where students are kept within their classrooms or interior of the building until the emergency no longer exists. School operates as usual, with the exception of recess being held indoors.

The lockdown was lifted at (time) at which time police informed us that the object was not a threat and had been removed from the premises.

Please know that the students and staff did a great job during this incident. The safety of our students is paramount at all times, just as it is with you. Thank you for your continued support and understanding regarding this matter.

Sincerely,

(Principal name)
Principal