

## **LOCKDOWN #2 / UNKNOWN THREAT**

(Date)

Dear Parent or Guardian:

Our first priority is the safety of our students and staff. We want to inform you of a situation that happened today at (school name). At approximately (time) a loud noise was heard by staff members. They immediately contacted me and until we could verify what the noise was I put the school in a lockdown mode.

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

After we had been in lockdown approximately 20 minutes, an operator from 911 called to inform us that there was no emergency. The noise that was heard was the result of a transformer that had blown in the (school name) area. At approximately (time) the lockdown mode ended.

The intent of this letter is to inform you of what took place at (school name) this morning. If you have any concerns, please feel free to call me at (phone number).

Sincerely,

(Principal name)  
Principal