

## **LOCKDOWN ENVIRONMENTAL CONCERN**

(Date)

Dear Parent or Guardian:

Our first priority is the safety of our students. We want to inform you of a situation that happened today at (school name). At approximately (time), one of our playground aides smelled a gas-like odor. The office was notified and we went into an immediate lockdown mode while we assessed the situation. We were informed by supervisors at a nearby construction site that a two-inch gas line west of the school had been struck during excavating. They informed me that they had shut off the source of the leak and (local utility) was dispatched to the scene to make the necessary repairs.

When our staff was notified of the gas leak, we began our emergency plan for lockdown. We called both the police department and (local utility) to help us evaluate the situation. We determined that the safest course of action was to remain in lockdown until the situation was resolved. The school's heating and ventilation system (HVAC) was shutdown and all the windows and doors secured. Students were kept in their classrooms. At approximately (time), we were informed by the gas company that the concentration of gas was safe and the odor had diminished. We then lifted the lockdown and resumed normal operations.

Please know that 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. We thank you for your understanding in this matter. If you have any questions, please feel free to contact me at (phone number).

Sincerely,

(Principal name)

Principal