

LOCKDOWN INSTRUCTED BY POLICE

(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 yesterday at (school name). At approximately (time), we were notified that the police were in pursuit of a suspect who was traveling on foot in the (school name) neighborhood. The police authorities advised us to go into a lockdown.

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.

The lockdown lasted approximately (length of time), at which time the police notified us that the suspect had been apprehended. The lockdown was lifted at (time) and all (school name) students were released at their regular dismissal time.

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 have a good holiday weekend.

Sincerely,

(Principal name)
Principal