

LOCKDOWN

(Date)

Dear Parent or Guardian:

(Name of school) was in a 15-minute lockdown on (date) from approximately (time to time). Just prior to the lockdown, we received information about the possibility of (description of threat).

We contacted police and they advised a lockdown until they could guarantee the safety of our students. Police were on the scene immediately and secured the premises within minutes. Students were delayed at school for a total of about 15 minutes.

We are continuing to work with the (name of city) police on the investigation. As always, safety is our number one concern at (name of school).

Sincerely,

(Principal name)
Principal