



September 2022



Dear Parents/Guardians,

I am writing to inform you that our school will be implementing protocols that will focus on emergency preparedness in all NYC Public Schools. Every school currently has procedures for emergencies. Drills are conducted throughout the year to prepare our staff and students, and make improvements in emergency planning.

Under the *General Response Protocol (GRP)*, every school will be conducting drills designed to help prepare all school communities for three different types of response to emergencies that may occur: evacuation, shelter-in, and lockdown. Training has begun and will continue for staff and students throughout the year conducted by our school safety administrator, Assistant Principal Peggy Papatomas. Refresher lessons will also be conducted throughout the school year by each of the classroom teachers.

You are encouraged to take advantage of the many resources that are available to keep families informed if there is an emergency at a school. As you know our school uses the automated telephone system, *Blackboard Connect*, and it is important for all families to provide updated *Emergency Contact Cards* to us to keep on file in our main office. This includes providing information indicating phone numbers, and the names of adults who the school may release children to in an emergency. Please know that all numbers will only be used in an emergency and not for routine announcements.

Families are also encouraged to register with *Notify NYC* (<https://a858-nycnotify.nyc.gov/notifynyc>) to receive information about emergency events, and may call 311 for additional information about a school during an emergency. Please email any questions you have to our Parent Coordinator, Mr. Brown at JBrown112@schools.nyc.gov.

Sincerely,

Dora Danner
Principal