

# SANTAPOGUE ELEMENTARY SCHOOL

Jennifer Carere, Principal  
West Babylon School District  
1130 Herzel Boulevard  
West Babylon, New York 11704



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Telephone (631) 376-7401  
Fax (631) 376-7409  
Email: [jcarere@wbschools.org](mailto:jcarere@wbschools.org)  
[www.wbschools.org](http://www.wbschools.org)

Twitter: @SantapogueWB

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Dear Parents/Guardians:

The safety of your child and all children in our school, as well as the safety of the staff, is our highest priority. In order to maintain a safe environment for our children, it is necessary that we practice our emergency and crisis response plans by having drills designed to rehearse our procedures. This year, we will continue to practice Fire Drills and Lock Down drills. The purpose of these drills are to keep the students safe from any danger outside or inside the building. A building lockdown requires that all doors are locked, when the emergency allows and all movement in and out of the building is restricted.

Please note that due to social distancing restrictions we will run these drills more instructional, where teachers will instruct what students should do. An officer from the Suffolk County Police department may be present to observe our drill to provide us with feedback. Lockdown drills can be a little scary, especially for younger students. Before the drill, teachers will talk to their classes and walk the students through the procedures. When speaking to students about lockdown drills, teachers will talk in general terms, stating that "just like we practice fire drill and have to leave the building, we also need to practice for emergencies that will keep us in the building." Talking about the drill with your children at home may also help alleviate unnecessary anxiety. We just ask that you maintain our approach as to not create more anxiety amongst students themselves. We specifically ask that, while here at school, students do not talk about violence in schools (guns/shooting) to maintain the innocence of the younger students.

If you have any questions, please feel free to contact me anytime.

Very truly yours,



Jennifer Carere

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Estimados padres / tutores:

La seguridad de su hijo y de todos los niños de nuestra escuela, así como la seguridad del personal, es nuestra máxima prioridad. Para mantener un ambiente seguro para nuestros niños, es necesario que practiquemos los simulacros de emergencias y crisis que han sido diseñados para ensayar nuestros procedimientos dentro y fuera del edificio escolar. Este año, continuaremos practicando simulacros de incendio y simulacros de encierro. El propósito de estos simulacros es mantener a los estudiantes a salvo de cualquier peligro dentro o fuera del edificio. El cierre de un edificio requiere que todas las puertas estén cerradas, cuando la emergencia lo permita y todo movimiento dentro y fuera del edificio esté restringido.

Tenga en cuenta que, debido a las restricciones de distanciamiento social, realizaremos estos simulacros de forma más instructiva, donde los maestros enseñaran lo que los estudiantes deben hacer. Un oficial del departamento de policía del condado de Suffolk a lo mejor se hace presente en estos ensayos para observar nuestro simulacro y brindarnos sus comentarios. Los simulacros de encierro pueden dar un poco de miedo, especialmente para los estudiantes más jóvenes. Antes del simulacro, los maestros hablarán con sus clases y guiarán a los estudiantes a través de los procedimientos. Al hablar con los estudiantes sobre los simulacros de encierro, los maestros hablarán en términos generales, indicando que "al igual que practicamos un simulacro de incendio y tenemos que salir del edificio, también necesitamos practicar para las emergencias que nos mantendrán adentro del edificio". Hablar en la casa con sus hijos sobre el simulacro también puede ayudar a aliviar la ansiedad innecesaria. Solo le pedimos que mantenga nuestro enfoque para no crear más ansiedad entre los estudiantes. Pedimos específicamente que, mientras estén aquí en la escuela, los estudiantes no hablen sobre violencia en las escuelas (armas / disparos) para mantener la inocencia de los estudiantes más jóvenes.

Si tiene alguna pregunta, no dude en ponerse en contacto conmigo en cualquier momento.

Muy atentamente,

Jennifer Carere

# WEST BABYLON SCHOOL BUILDING LOCK DOWN POLICY

## BUILDING LOCK DOWN

In the event of a crisis, defined as a “sudden unanticipated event that could affect a significant segment of the school population”, we will immediately implement our LOCK DOWN plan. The plan focuses on the response to an individual group with a weapon(s) on school grounds or to a hostage situation. The goal of this plan is to address any emergency situation in a calm, structured manner to ensure the safety and well-being of our school community.

## LOCK DOWN PROCEDURES

This procedure is used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been curtailed. This allows the school to secure the students and staff in place and remove any innocent bystanders from immediate danger. A LOCK DOWN is most commonly used when a building has an intruder or an emergency exists in the surrounding community or on school grounds.

## LOCK DOWN STEPS AFTER A THREAT HAS BEEN IDENTIFIED:

**\*Please note that due to COVID19 we will be announcing lockdown drills – Teachers only instruct during drills - students stay seated and socially distanced.**

1. The LOCK DOWN signal is given, “YOUR ATTENTION PLEASE, THIS IS A LOCKDOWN DRILL, IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE”. You need to LOCK DOWN the school immediately. Teachers lock your doors and keep students inside until further notice. Students and staff are to return to the nearest classroom or office.
2. Teachers/staff are to scan the hallways for any students not in a classroom and bring them into their own classroom. For bathrooms that are not monitored (such as bathrooms in the lower grade schools), the teacher whose classroom is next to the bathroom is to check that room and remove any persons and place him or her in their classroom. After the bathrooms are checked, they must then be locked by a teacher, custodian, school safety officer or a hall monitor. After securing all doors, including classroom doors, the teacher must move students out of the line of sight of doors and windows. They should not close window blinds and should not turn out the lights. Students must be moved to the interior wall where they are out of sight from the classroom door.
3. Teachers/Staff take attendance, recording all students in the room, noting those who are missing or extra students taken from hallways and await further instructions.
4. Teachers are not allowed to open doors for ANYONE under ANY circumstances. **(DOORS SHOULD ALWAYS BE KEYED IN THE LOCKED POSITION.)** Do not answer or communicate through the locked door. Do not answer the classroom phone.
5. All activities cease. All students are to remain quiet until “ALL CLEAR” has been declared and when emergency responders or other authority figures have physically released everyone from the rooms. Do not respond to the intercom, public address system or other forms of communication.
6. In the event of an actual threat and lock down, the police will be called to the school and they will determine when and how to remove staff and children.