



**NEWTOWN PUBLIC SCHOOLS**  
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Dear Newtown Public Schools Parents and Guardians,

In order to ensure the safety of our students and staff, the Newtown Public Schools coordinates with the District Director of Security and local first responder agencies in conducting school emergency response drills as required by state statute. Scheduling and practicing a variety of emergency response procedures at the onset of the school year, and subsequently throughout the year ensures that students and staff know how to appropriately respond should an emergency arise. The District is committed to maintaining a warm and nurturing environment that welcomes students and provides peace of mind for parents. We encourage you to reinforce our efforts to teach children (in an age-appropriate way) the importance of preparedness and awareness of personal safety.

During the second week of school each year, all schools will conduct a Fire Drill, Safe School Mode Drill, Shelter-In-Place Drill, and a Lockdown Drill. Prior to the end of the month of September, each school will additionally conduct a combined Fire and Campus Evacuation Drill. Our goal is to ensure that all students and staff feel safe and supported as we work through these emergency response procedures.

In addition to monthly fire drills, we are required by state law to practice at least one other emergency response procedure each quarter. A description of the procedures is as follows:

- **Shelter-In-Place**: Staff and students are directed to a securable location such as a classroom or gymnasium, remain inside the building, and await additional directions. The campus is closed to visitors. This procedure is generally initiated prior to an evacuation or high-wind weather event.
- **Safe School Mode**: Any students and staff outside the building are directed to return inside, and all kept within the confines of the building. However, teaching and learning continue inside the building as usual. However, the campus will be closed to visitors. This procedure is generally initiated due to a wild animal on campus or police activity just off campus.

- Campus Evacuation: All students and staff clear the school building and are escorted to their respective off-campus staging location to await directions to return to the building or to be transported via school bus to the NYA facility at Fairfield Hills.
- Lock-Down: Staff and students are directed to secure themselves in a locked room, out of eyesight from door windows and sidelights. The room lights are turned off and everyone remains quiet until administration or police determines “all-clear”. This procedure would be implemented only when an imminent, clear and present danger poses a risk to students and staff.

Please feel free to contact your building Principal or District Director of Security Mark Pompano at 203-270-6121 or via email at [pompanom@newtown.k12.ct.us](mailto:pompanom@newtown.k12.ct.us) ) if you have any questions or concerns.