



*A Better Community...One Student at a Time*

## **PENN MANOR HIGH SCHOOL**

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**An Equal Opportunity Employer**

**Philip B. Gale, Ed.D., Principal**

April 20, 2018

Dear Parents/Guardians:

Throughout the school year, we conduct various drills to practice keeping everyone safe in the event of an emergency. These drills include monthly fire drills, annual severe weather and intruder drills. The safety of students and staff is our top priority and, while we hope and pray that these types of situations do not occur, we must take steps to be prepared.

On Friday, April 20, we conducted a lock in place drill. The purpose of the exercise is to prepare students and staff in case there is a need to keep everyone in place in order to assess a potential situation. In the event of an actual emergency, students and staff would receive additional information so that they could respond appropriately. For the drill, an announcement is made over the school public address system, staff ensure that common areas are clear, and teachers lock their classroom doors. Instruction and normal classroom activities continue during the drill until an announcement is made to end the exercise. The drill typically lasts approximately five minutes.

We appreciate the support of the community, the professionalism of our staff, and the conduct of our students with all of our school safety endeavors. Please feel free to contact Dr. Jason D'Amico, assistant principal, or me if you have any questions.

Sincerely,

Philip B. Gale, Ed.D.  
Principal

**Dorina A. Andes**  
**Assistant Principal**

**Jason D'Amico, Ed.D.**  
**Assistant Principal**

**Douglas C. Eby**  
**Assistant Principal**

**Kimberly A. Marsh**  
**Assistant Principal**