



**Penn Manor
School District**

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

October 4, 2018

Dear Parents/Guardians,

The safety and security of our students and staff is of the utmost importance. For this reason, our school district conducts various drills to familiarize students and staff with procedures to follow in the event of an emergency. Severe weather, lockdown, evacuation and fire drills are conducted on a regular basis.

On Thursday, October 4 we conducted a lockdown drill. The purpose of this exercise was to prepare students and staff in the event that we needed to keep students safe within the building and assess a potential danger. For this drill, an announcement was made over the public address system to inform everyone in the building of the drill. The staff then ensured that common areas were cleared, and teachers secured their classrooms. During the drill, teachers reviewed the appropriate steps that would be taken in the event of an emergency. The drill lasted approximately five minutes.

Many of the drills we conduct are held to develop decision-making skills to be used in the event of an actual emergency. Students are reminded to utilize three strategies if a serious event does occur:

- **Escape** - You have the right to flee to a safe place.
- **Enhance** - You have the right to create a safe place when you can't leave.
- **Engage** - You have the right to engage an intruder to escape from the situation or defend yourself to establish a safe place.

We appreciate the support of the community, the professionalism of our staff and the conduct of our students in all of our school safety endeavors. Please feel free to contact me at (717) 872-9520, ext. 1809 if you have any questions regarding our school safety drills.

Sincerely,

Philip B. Gale, Ed.D.
Principal

Jason D'Amico, Ed.D.
Assistant Principal

Dorina Andes
Assistant Principal

Douglas C. Eby
Assistant Principal

Kimberly A. Marsh
Assistant Principal