



**CAMBRIDGE STREET UPPER SCHOOL**  
**Manuel J. Fernandez, Head of School**  
**Christen Sohn, Assistant Principal**  
**Tiffany Robinson, School Clerk**

October 24, 2017

Dear Parents and Caregivers,

Cambridge Public Schools regularly reviews and when appropriate revises school emergency procedures. Critical elements of our procedures are fire drills and lockdown drills. While we do not expect or anticipate a situation that requires an evacuation or a building lock down, as a school community, we need to be prepared for all emergencies.

The purpose of a lock down drill is to prepare scholars and staff to be protected if an intruder enters the school. While this is a highly unlikely event, we need to practice lock down drills, just as we practice fire drills, knowing that a fire is also an unlikely event.

Our first lock down drill will occur Oct. 27<sup>th</sup> at 9:15 a. m. During this drill, which will last approximately 15 minutes, no one will be allowed to enter or exit the building. Please take this into consideration if you need to visit the building between 9:15-9:30 a.m. on Oct. 27<sup>th</sup>.

Scholars will be informed about the drill on Oct. 26<sup>th</sup> during advisory. They will be given instructions and have an opportunity to ask questions before they practice the lock down on Oct. 27<sup>th</sup>. Please feel free to share and discuss this information with your child.

No school has received any type of threat, nor do we expect one. This lock down drill is a part of our Emergency Preparedness Planning. If you have questions, please feel free to contact me or Asst. Principal Sohn.

Peace,

Manuel J. Fernandez  
Head of School

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