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Mayor, City of Baltimore

Cheryl A. Casciani
Chair, Baltimore City Board of
School Commissioners

Dr. Sonja Brookins Santelises
Chief Executive Officer

Paul Laurence Dunbar High School
1400 Orleans Street
Baltimore, MD. 21231
443-642-4478



Learn Today. Lead Tomorrow

Tammy Mays, Principal
Kenneth McDonald, Asst. Principal
Linda Little, Asst. Principal
Lawrence Williams, Asst. Principal

September 13, 2018

Dear Paul Laurence Dunbar High School families,

Over the course of the school year, your child will participate in different safety drills to help make sure that our school is ready if there is ever an emergency. Teachers and staff are fully trained to help your child with each of these drills.

You may remember some of the drills from when you were in school – for example, we have fire drills when we all move quickly and calmly out of the building. Other drills have multiple steps – for example, drills to take shelter if there is an earthquake or a threat in the building. In all cases, your child's teacher (or another staff member) will be with the class at all times and will talk with students afterward about why they had the drill. Our staff members are also trained to reassure any students who may be anxious or scared because of the drills.

Here is a brief description of the drills we'll be having over the next few months:

Evacuation is used if it's safer to be outside the building, like in the case of a fire. Everyone will go outside to a designated area away from the building.

Shelter in place is used if there's a gas leak or chemical spill outside the building. Students stay in their classroom and all the windows and doors are sealed.

Alert is used if there's something potentially dangerous happening in the neighborhood near the school. Students will stay in their classroom and continue with their regular lessons. All the doors to the building will be locked from the inside and only authorized individuals will be allowed in.

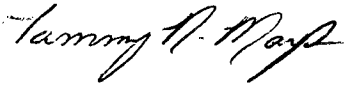
Severe weather safe area is used if there's a weather emergency, like a tornado. Everyone in the building will move to a designated safe area in the building.

Drop, cover, and hold is used if there's an earthquake. Everyone will crouch under their desks and hold onto the furniture.

Lockdown is used if there's a potential danger inside the building, like a threatening person. Everyone will sit on the floor against a wall that's away from doors and windows. All doors and windows will be locked and the lights will be turned off. Students will be asked to stay completely quiet.

Please know that these drills are about making sure that everyone in the school building is prepared and knows what to do if there's ever a real emergency. If you have any questions about these drills, please speak with your child's teacher or contact me at 443-642-4478.

Sincerely,

A handwritten signature in black ink that reads "Tammy N. Mays". The signature is written in a cursive style with a large initial "T" and "M".

Tammy N. Mays

Paul Laurence Dunbar High School