



**CRANSTON PUBLIC SCHOOLS**  
PARK VIEW MIDDLE SCHOOL  
25 PARK VIEW BOULEVARD  
Cranston, Rhode Island 02910

**Joseph S. Rotz**  
Principal

**Michael F. Crudale**  
Assistant Principal

September, 2010

Dear Parents/Guardians:

We have been discussing the need to follow safe practices, as well as, following proper procedure when we are in emergency situations. As always, we have Fire Drills that are mandated by Rhode Island State Law. In addition, we also have been mandated to conduct Shelter in Place Drill(s). One reason for holding a Shelter in Place Drill is to allow our students to be exposed to and ready for the unexpected. Also, consider that we are still a nation at war. The obvious notion is; it is better to be safe than sorry!

Shelter in Place Drills are usually held in the winter months to offset our Fire Drills. It is a simple procedure that can be as short as five minutes or as long as twenty-five minutes in duration. The difference between a Fire Drill and a Shelter in Place Drill is fairly simple. During a Fire Drill, students are instructed to exit the building following the particular Evacuation Plan that is posted in each classroom. During a Shelter in Place Drill, students will be instructed to stay in their classrooms where teachers and staff will close and lock the doors/windows until the drill is completed. Teachers have been instructed to clear corridors, bathrooms and other areas and bring those students to the nearest available supervised areas.

There are no exceptions. Everyone will be required to be in a room except the administration, secretarial staff and custodians. This group of individuals will assist in locking down the building and communicating with each other until the building is secure. If we were to have an actual emergency, we would be in communications with the proper authorities who will provide further instructions as they arrive at the school and provide remedy to the situation.

The faculty has been well briefed and the first drills will be extremely choreographed. Parents and children have no need to worry in the sense that they cannot make a mistake, as we literally walk them through the procedure. Anyone who grew up during the Cold War era would remember the civil defense drills that public schools were mandated to have just in case. The same holds true for Shelter in Place. It is a drill held just in case. We will be talking about this with our students as we move closer to organizing our first drill.

Parents who arrive to pick up their children in order to take them to doctors appointments may coincidentally find that the school is in the middle of a Shelter in Place Drill. Please do not be alarmed when you find that all the exterior doors are locked with a sign posted that we are conducting a drill. All doors will be locked for the duration of the drill. I would like to apologize in advance for any inconvenience that this may cause; however, it is a necessary component of our drill procedure.

Remember, a Shelter in Place Drill is like a Fire Drill which is a practical emergency procedure that is utilized "just in case" of an actual emergency.

Sincerely,

Joseph S. Rotz

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