

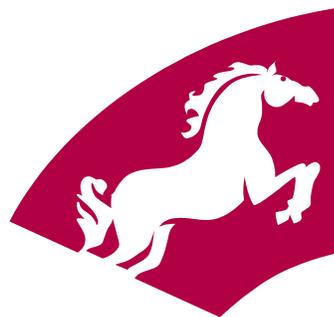
*Louisburg Elementary School*  
*50 Stone-Southerland Rd.*  
*Louisburg, NC 27549*

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*William A. Harris*  
*Principal*

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*Assistant Principal*



Dear Parent(s) and/or Guardian

State and district policies mandate the each school system and school develops a Critical Incident Response Plan which includes a “Lock Down” process for readiness. This letter describes the purpose and procedure of Louisburg Elementary School’s plan.

The purpose of the Lock Down was to determine our readiness in a crisis situation. A crisis situation includes but is not limited to; the presence of an armed intruder in the school or on the grounds, an explosion, the risk of exposure to hazardous material from a source outside the school, and the alert of an escaped prisoner in the neighborhood. Any circumstance that poses a threat to the safety of students and employees may result in initiating a Lock Down.

The Lock Down procedure used in today’s exercise is outlined in a plan from the State Attorney General’s Office and Franklin County Schools. Our efforts in today’s Lock Down involved working with the Louisburg Chief of Police. The staff at Louisburg Elementary is prepared to take the proper action if necessary to insure the most protection for the children and each other in case of an unfortunate event.

We encourage you to talk with your child or children about the importance of a Lock Down. Please, help them understand the Lock Down is always to be taken seriously and not to be ignored. In the event of a school evacuation, the designated evacuation site will be Terrell Lane Middle School. Terrell Lane Middle School is located on Ronald Tharrington Road, one-fourth of a mile north of Highway 56. It will be here that parents can gain access to their children or information of their whereabouts.

Parental notification will be given after any Lock Down drill. If you have question or concerns, you may contact the school at (919) 496-3676. Thank for your understanding in this matter.

Respectfully,

William Harris, Principal  
Louisburg Elementary School