

Saint Agnes-Sacred Heart  
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Saint Agnes-Sacred Heart  
PRIMARY SCHOOL

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## SHELTER IN PLACE STUDENT SUPPLIES

September, 2011

Dear Parents,

Saint Agnes-Sacred Heart School has emergency plans that we practice on a monthly basis with our students, faculty, and staff. Our Emergency Plans also include events of a weather related incident or environmental emergency that would warrant our need to Shelter In Place for a period of time. Notification to implement the Shelter In Place would come via our local police, fire or county emergency agency.

During a Shelter In Place emergency, students, faculty, staff, and administration gather in a common area. The entire school building remains in a Lock Down mode. This means that no one may enter or leave the building until an All Clear comes from the local authorities. If ever an event would warrant us to implement the Shelter In Place plan, each student would require an emergency box kept at school for their use. Therefore we ask you to purchase and prepare a Rubbermaid type shoebox-size box for each of your children. This emergency box should include:

1. **Index card listing –child’s name, home address, and emergency names and numbers**
2. **Water bottles**
3. **Pre-packaged snacks**
4. **Tissues**
5. **Activity book**
6. **Sharpened pencil**
7. **Hand sanitizer**

Each classroom teacher also has a large Rubbermaid container that needs the following items to have on hand for the students: **hand wipes, hand sanitizer, paper towels, plastic bags**

We would greatly appreciate any donations that you can offer with these items.

This part of the plan must be in place as soon as possible. Please cooperate with this request by sending in a box for each of your children **on or before September 14, 2011.**

The students have responded in a very positive way to our safety drills in the past. If an emergency situation does arise and it becomes necessary to put this plan into effect, know that all of us here at Saint Agnes-Sacred Heart School will do everything in our power to ensure the safety and well-being of your children until we can return them to you.

In the meantime, let us continue to pray for world peace.

Sincerely,

Margaret M. Graham, Principal