

**Alexander Graham Bell School**  
**P.S. 205Q**

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Bayside, New York 11364  
(718) 464-5773

**Karen Scott-Piazza, Principal**

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September 2013

Dear Parents,

I am writing to provide you with information about the Department of Education's Emergency Readiness Initiatives that are in place in all NYC Public Schools.

School staff members are trained in various procedures that are outlined in the School Safety Plan and we currently conduct a variety of drills throughout the year to prepare our staff and students. Emergency readiness training in schools continues for staff and students throughout the school year. Student training is grade appropriate and designed to ensure that students understand the importance of these drills without causing unnecessary alarm.

In addition to conducting these types of drills, our school has a Building Response Team that is trained to activate and respond to different incidents that may occur at our school. Under the General Response Protocol (GRP), every school will be conducting specific drills designed to help prepare all school communities for three different types of response to emergencies that may occur: evacuation, shelter-in, and lockdown.

**Soft/Hard Lockdown:** *"Attention: We are now in Soft/Hard Lockdown. Take proper action."*  
(Repeated twice over the PA system.) Students are trained to move out of sight and maintain silence.

**Evacuation:** The fire alarm system is the initial alert for staff and students to initiate an evacuation. Students are trained to leave belongings behind and form a single file line.

**Shelter-In:** *"Attention. This is a Shelter-In. Secure all exit doors."* (Repeated twice over the PA system.) Students are trained to remain inside of the building, conduct business as usual and respond to specific staff directions.

Please review the General Response Protocols (listed above) that have been given to all students, and discuss these procedures with your child.

All families are reminded to update the Emergency Contact Cards that are on file in our main office. This includes providing and updating information indicating phone numbers, and the names of adults to whom the school may release children in an emergency.

Families are also encouraged to register with Notify NYC (<https://a858-nycnotify.nyc.gov/notifynyc/>) to receive information about emergency events, and call 311 for additional information about a school during an emergency. Feel free to contact me at [SBlum3@schools.nyc.gov](mailto:SBlum3@schools.nyc.gov) with any questions or concerns.

Sincerely,

Steve Blum  
PS 205Q BRT Leader

Many other important resources for families are also available by visiting <http://schools.nyc.gov/Offices/OSYD>