

LIVINGSTON

Allison Lewis, Principal
Vernon Orndorff, Superintendent
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ELEMENTARY

2001 12th Street
Cody, WY 82414
(307) 587-4271

November 10, 2023

Dear Parents,

Livingston Elementary will conduct a lockdown drill Tuesday, November 14th.

A lockdown means students and teachers clear the hallways, lock down their rooms, turn out the lights, move out of sight and maintain silence. They remain silent until first responders clear hallways and unlock each door. Parents and visitors inside the building follow these lockdown procedures as well.

A lockdown is called when there is a threat or hazard inside the school building. In an actual lockdown, the school would contact 911 and local police and other emergency agencies would gather at the school to coordinate the response. The situation is then under the command of the lead police agency.

During a real lockdown, parents will be contacted and updated by the Park County School District 6. Initial information is distributed through a call-out, which includes an email and text message (if you opted in to receive texts). That being said, please take a few minutes to update your phone numbers and emergency contacts.

We appreciate your cooperation as we practice lockdown procedures with your child. We value your child and their safety and want to be prepared in the event of an actual threat.

A big thank you to the Cody Police Department, School Resource Officer, Jason Potter and all of our staff on being prepared for this drill.

Thank you!

Allison Lewis

Mrs. Allison Lewis, Principal

EXPECTATIONS, EFFORT, EXCELLENCE