



SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT



Dr. Beth Regulbuto

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School Committee Members

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Carl Stewart

Nanci Worthington

EMERGENCY DRILL FAMILY PACKET

Dear SBRSD Schools Parents & Guardians:

In order to ensure the safety of our students and staff, SBRSD coordinates with the District Wide Safety Team, comprised of members of our representatives from the Fire Department, Police Department, School Administration, Teachers and School Nurses in conducting emergency response drills as recommended by the Safety Planning Team. Joining our team this year is Trooper Orlando Huertas, Jr., the Western Massachusetts Community Action Team Safety Liaison, when possible!

Scheduling and practicing a variety of emergency response procedures at the onset of the school year, and subsequently throughout the year, ensures that students and staff know how to appropriately respond, should an emergency arise. The District is committed to maintaining a warm and nurturing environment that welcomes students and provides peace of mind for parents. We encourage you to reinforce our efforts to teach children (in an age appropriate way) the importance of preparedness and awareness of personal safety.

During the start of this school year, all schools will conduct a Fire Drill, Shelter-In-Place, Reverse Evacuation and a Lockdown Drill. Our goal is to ensure that all students and staff feel safe and supported as we work through these emergency response procedures together. A description of the procedures are as follows:

School Modes During an Event

Fire Drill:

All staff and students are to immediately exit the building and report to the pre-designated fire staging area and await additional instructions. Students are not allowed to leave in their personal vehicles. This procedure is generally initiated when the fire alarm sounds.



Shelter-In-Place:

Staff and students are directed to remain in their current classrooms, and await additional directions. Quiet classroom activities can continue. The campus is closed to visitors. This procedure is generally initiated prior to a situation that requires hallways to be clear.

Reverse Evacuation

Any students and staff outside the building are directed to return inside, and all kept within the confines of the building. Teaching and learning can continue inside the building as usual. However, the campus will be closed to visitors. This procedure is generally initiated due to a wild animal on campus or police activity just off campus.

Campus Evacuation

All students and staff clear the school building and are escorted to the respective off-campus staging location to await directions to return to the building or to be transported via school bus to the off-campus evacuation designated location. Families will be notified of the reunification site as soon as possible. This is initiated when a building is deemed unsafe for occupancy.

Lockdown

Staff and students are directed to secure themselves in a locked room, out of eyesight from doors, windows, and sidelights. The room lights are turned off and everyone remains quiet until law enforcement deems "All-Clear." This procedure would be implemented only when an imminent, clear, and present danger poses a risk to students and staff.

Please feel free to contact your building Principal if you have any questions or concerns.

In addition, our safety team is in the process of finalizing an Emergency Flow Chart, which will be displayed in every classroom, office and bathroom across the school district. The flow chart will be used as a "quick" reinforcement guide at what to do in the event of each drill.

Families will be reminded of the upcoming drill schedule and an email notification from the Superintendent will be sent after each exercise to keep families informed. We want the students to feel safe and supported at school and we encourage reinforcement at home of the importance of these drills.

We look forward to welcoming all students back for the 2025-2026 school year on **Wednesday, August 27th**!

Sincerely yours,

A handwritten signature in black ink, appearing to read "Dr. Beth Regulbuto".

Beth Regulbuto, Ed.D.
Superintendent of Schools