



## *Green Meadow Elementary School*

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**Daniel G. Garab**

*Principal*

October 28, 2019

Dear Green Meadow Community Members,

On Wednesday, October 30th at approximately 9:40 a.m., the Green Meadow Elementary School will conduct our first lockdown drill of the school year. I wanted to provide you with this information because as a school district we have made several upgrades to provide a safer environment in each of our buildings. The upgrades include a new phone, clock and public address system. Within these systems, is a new on-campus notification via our public address system if our building is conducting a lockdown drill or in a lockdown situation. Over our public address system, statements will be made and lights will flash on both the interior and exterior of our building. On the exterior of the building, we have yellow flashing lights that will engage. Please do not approach the building if these lights are activated.

I have been working with law enforcement, our building level safety team, staff, and students regarding the changes in how our drills will be different with our new system. Please let me know if you have any questions. Our goal is to keep all members of our school community safe. Practicing these drills are an important component of our building level safety plan and are required by education law.

Sincerely,

A handwritten signature in cursive script that reads 'Daniel G. Garab'.

Daniel G. Garab  
Principal