

Public School 174

William Sidney Mount

65-10 Dieterle Crescent
Rego Park, New York 11374

Karin Kelly
Principal

Cindy Galloway- O'Connor
Assistant Principal

November, 2012

Dear Parents:

I am writing to inform you that our school will be implementing protocols that will focus on emergency preparedness in all NYC Public Schools.

Every school currently has procedures for emergencies. Drills are conducted throughout the year to prepare our staff and students, and make improvements in emergency planning. Under the new *General Response Protocol (GRP)*, every school will be conducting drills designed to help prepare all school communities for three different types of response to emergencies that may occur: evacuation, shelter-in, and lockdown.

Training has begun and will continue for staff and students throughout the year conducted by our school safety administrator, Assistant principal Mrs. O'Connor and our school safety liaison, Mrs. Hammer. Refresher lessons will also be conducted throughout the school year by each of the classroom teachers.

You are encouraged to take advantage of the many resources that are available to keep families informed if there is an emergency at a school. As you know our school uses the automated telephone system, *Global Connect*, and it is important for all families to provide updated *Emergency Contact Cards* to us to keep on file in our main office. This includes providing information indicating phone numbers, and the names of adults who the school may release children to 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 may call 311 for additional information about a school during an emergency. Please email any questions you have to our Parent Coordinator, Mrs. Hui at LHui2@schools.nyc.gov.

Sincerely,

Principal K. Kelly