



Meadows Elementary School
423 27th Street
Fort Hood, TX 76544
(254) 336-1870

Julie Sims, Principal

Kelly Hunte, Assistant Principal

Christy Galloway, Assistant Principal

August 23, 2021

To All Parents and Guardians:

Thank you for choosing the Killeen Independent School District to provide educational services to your child. We are proud to be able to serve you and your children and we will continually strive to provide a safe and secure learning environment for them.

The safety of your child and all children in our schools as well as the safety of our campus staff and support personnel is very important to us. In order to maintain a safe learning environment for our students, it is necessary that we practice our Emergency and Crisis Response Plans by having drills designed to exercise our emergency procedures.

We will be conducting various safety related drills throughout the school year. This letter is to help you understand the importance of this safety aspect as well as to help you understand each type of drill that we will be utilizing.

Students and staff will be practicing four primary emergency drills each year. The drills are Fire, Lockdown, Shelter in Place and Evacuation. Each type of drill is explained below:

FIRE DRILLS

The campus will conduct a fire drill each month that school is in session. This is a fire code requirement as well as a requirement for all Texas public schools. We want each student to understand and to be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing, they will know what to do and how to do it.

LOCKDOWN DRILLS

The campus will conduct two lockdown drills each school year. This drill will secure the school building and safely shelter all students, staff, and visitors inside. The purpose of this drill is to keep the students and staff safe from any danger that may be inside the building. During a lockdown drill, all perimeter doors of the school building will remain as is to enable access to Law Enforcement and First Responders. To enable everyone to remain safe, no visitors, staff, or students one will be allowed to enter or leave the building until the drill is completed.

SHELTER-IN-PLACE/EVACUATION DRILLS

The Shelter-in-Place drill will be conducted once each school year. The purpose of this drill is to prepare students and staff to move to a safe location within the building in case of severe weather, to include in the event of a tornado.





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For the safety of everyone involved and to maintain order, we respectfully ask that you abide by the following rules during these drills:

- Do not come to the campus if you know a drill is being conducted.
- Do not call the school offices (as all staff will be involved in the drill).
- Do not contact students or staff members via cell phone.
- Avoid social media posts. Correct information will be disseminated through KISD Communications Department, as needed.
- Please ensure that your contact information is current at all times.
- In the event of an actual emergency evacuation, you will receive notification where to pick up your child as soon as practicable.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

If you have any questions regarding any of these safety drills or other safety concerns, please contact your campus office or the KISD Investigations & School Safety Department.

Sincerely,

Dr. Julie Sims

Principal, Meadows Elementary School

