



**Date: September 1, 2016**

**To: All Instructional Staff**

**From: Craig J. Hansen, Director of Health and Safety**

**Re: School Safety Reminder**

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With the beginning of the new school, all faculty and staff are reminded of the role you have in the safety of our facilities. I would ask that all of you review the attached documents as you prepare for the coming school year. Both documents address the organizational requirements for providing a safe learning environment for our students.

The *Classroom Safety* document addresses both fire safety and building security. These are both critical elements in maintaining a safe and productive learning environment for faculty and students. Please take into account the common fire violations to avoid as you prepare your classrooms for the coming year.

*Engaging Faculty and Staff in Safety Drills* is a document which explains the reasons for staff and students to take drills and exercises seriously. This process begins with your understanding of emergency preparedness and communicating this message with your students.

So as we begin another school year, we ask that you keep classroom and building safety in the forefront of your daily routine. Your active involvement will help ensure a safe and productive learning environment for the students we serve. If you have any immediate questions or concerns, please feel free to contact me at 479-6974.

Have a safe and enjoyable year!

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cc: Gladys I. Cruz, District Superintendent  
M. Sloane, Deputy District Superintendent  
H. Hadjioannou, Deputy District Superintendent