

Dear Parents,

The safety of our students and staff is a priority at Cornelia, and throughout the school year we prepare our school for emergency situations. To achieve this goal, we practice safety drills and we control access to our school during the school day.

The goal in any emergency is to get students and staff to the safest place, quickly. Our school District has established the following drills to assist in helping get students and staff to safety in emergencies:

1. EVACUATION

When we need to evacuate the building, we follow our Fire Drill plan. The majority of these drills will be unannounced. This year all Minnesota schools will conduct five fire drills.

Examples: Fire, Chemical Spill Inside, Bomb Scare Inside, Damage to Building. .

2. STAY-PUT DRILL

When we need to shelter in place, we follow our Stay-put Drill plan. This year all Minnesota schools will conduct five stay-put drills. These drills are conducted in a “low-key” fashion.

Examples: Intruder, Hazardous Material Outside, Bomb Scare Outside.

At Cornelia we need to assure the safety of students and staff, but we also need to welcome parents and visitors into our school. When you visit Cornelia during the school day you may only enter and leave through the main entrance. Please check in at the office when visiting Cornelia. For the safety and security of our students our secretaries will ask you to:

- 1) sign the visitor log.
- 2) identify where you are going in the building.
- 3) wear a visitor badge.
- 4) sign-out when you leave

Thank you for respecting these procedures when you visit Cornelia. Please talk with your children about the drills described above. Through repetition, consistency and practice, your children should become familiar and comfortable with them.

Sincerely,

Chris Holden  
Cornelia Principal