

Joseph P. Dragone, Ph.D.  
Superintendent of Schools

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March 31, 2015

Dear Parents,

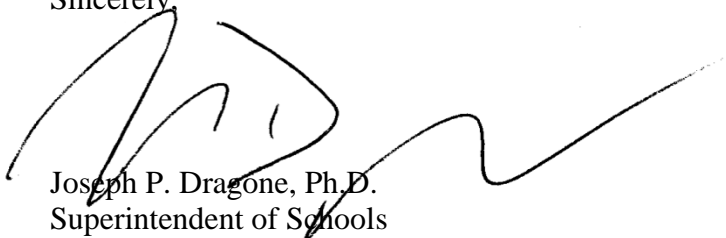
In collaboration with the Saratoga County Office of Emergency Services, the Ballston Spa Central School District will hold an Emergency Evacuation Drill on Friday, May 8, 2015 (rain date is May 11) for students and staff who attend Gordon Creek Elementary School, Milton Terrace North Elementary School and Wood Road Elementary School. Please know that dismissal for students who attend these schools will be at approximately 12:00 PM on this day. **Please see the back of this letter for important details about the release of students.**

The detailed planning for an emergency evacuation of three schools has already provided district staff and local emergency responders with improved protocols and communication as we examine the many logistics involved with safely relocating approximately 2,000 students and staff. Staging this drill will provide us with continued important information and feedback as we work together with many agencies from across the county to protect the safety and security of our students and staff.

Please know that this and all of our safety drills are part of our emergency management planning to prepare for conditions such as security/safety threats, severe weather issues or unexpected facility conditions (e.g., loss of power or heat, etc.) that would require the district to evacuate buildings and release students from remote locations that are secure.

The safety and security of our students and staff are and will always remain a top priority for the district, and additional information about this drill will be released by the end of April. Please watch for more details to be posted on the district website, distributed via SchoolMessenger and remember to follow us on Twitter for up to the minute information that is officially released by the school district @BSCSD or @BSpaSupt.

Sincerely,



Joseph P. Dragone, Ph.D.  
Superintendent of Schools

JPD:peb

Below please find important information about the release of students for the May 8, 2015 Emergency Evacuation Drill so you can plan accordingly for the drill and/or an early dismissal.

1. On May 8, 2015, students and staff from Gordon Creek Elementary School, Milton Terrace North Elementary School and Wood Road Elementary School will be evacuated and relocated to the Middle/High School complex on Ballston Avenue by the district transportation department.
2. Students will be transported home by their normal bus routes when the drill is completed at approximately 12:00 PM.
3. If you routinely pick up your child from school or are planning to pick up your child from school on this day, parent pick up will be located at the district's Transportation Facility on Route 50 at approximately 12:00 PM.
4. During the duration of the evacuation drill, Malta Avenue Elementary School, Ballston Spa High School and Ballston Spa Middle School will be practicing a lock out drill. If this were an actual emergency, access to our remaining facilities must remain secure, and this is an important part of our emergency procedures. No one is permitted to enter a school building while it is under lock out. After the drill, these buildings will resume normal status for entry and exit and will have a regular dismissal time.