

January 21, 2010

Cherie, Don and Terry:

Our first bomb threat drill went well. It did exactly what a practice drill is intended to do. We now know what went well and where we have issues. The drill seemed to go well for all who were on the Eagle Ridge Staff email. Those staff appeared to be checking emails and scanning their areas with minimal to no interruption to classroom instruction.

One issue that has been identified is that some travelers are on our staff email list and some are not. We will need to identify who is not and see what can be done to get them on.

Staff also need to be informed that in the future if they see something suspicious to email and call the front office. Finally, staff should also be reminded in the future to check vacant rooms in their immediate area.

Please let me know how I can be of assistance in any of the areas above.

Thanks,

Amy