



LOS ANGELES UNIFIED SCHOOL DISTRICT
Porter Ranch Community School

12450 Mason Avenue, Porter Ranch, CA 91326
Telephone: (818) 709.7100 Fax: (818) 993.1363

Michelle King
Superintendent of Schools
Vivian K. Ekchian
Local District Superintendent, Northwest
Mary Melvin
Principal
Avak Demirjje
Assistant Principal
Aggie Meticecchia
Assistant Principal EIS
Amy Almany
Middle School Counselor

March 2, 2017

Dear Parents(s) or Guardian(s):

The safety and welfare of our students and staff are our highest priorities. To provide schools an opportunity to practice emergency response procedures, the Superintendent of Schools has asked all students and staff to participate in a District-wide emergency preparedness drill on March 7th at 10:40. Please be advised that students will be dismissed at the regular time on this day. We will be practicing a Lockdown Drill.

The goals of the training drill are to improve our ability to protect students, save lives, and reduce injuries. As part of the drill, the students and staff will participate in the activation of our school's Safe School Plan. You are encouraged to participate in this drill. For information about how your school prepares for emergencies, you may check the website <http://ParentEmergencyInformation.lausd.net>. Information is available in five languages. Please make sure that all contact information for your child is current at school, so that in the event of an actual emergency, we can reach you.

Prior to the drill, please discuss with your child your family's home emergency preparedness plan. Several resources are available to help you prepare. The American Red Cross has outstanding materials. You can obtain Red Cross materials in English or in Spanish from their website: <http://www.redcross.org> or by calling the Los Angeles Chapter at (310) 445-9900. Your telephone directory also has valuable information on first aid, CPR and home preparedness. If you have any questions or need further information, please do not hesitate to call our school office.

Sincerely,

Mary Melvin
Principal