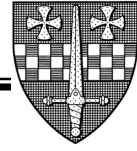


# Bishop Leonard-Saint Mary of the Mount Academy

A Ministry of Saint Mary of the Mount Parish & Saint John Vianney Parish



115 Bigham Street

Pittsburgh, PA 15211

Phone: 412-431-4645 Fax: 412-381-0770

[school@blsmma.org](mailto:school@blsmma.org)

August 2006

Dear Families of BL-SMMA,

In this time of uncertainty, we recognize the concern that parents and guardians are feeling about the well-being of their children. During these times, it is our responsibility to make preparations as they could possibly impact the safety of our students.

Bishop Leonard-Saint Mary of the Mount Academy has taken measures to maximize the safety of children in our school. The crisis management plan has been reviewed and updated. Our staff has an action plan in place should a crisis occur, or in the event of an emergency. We are prepared to maintain the children in a safe environment within the school.

As a parent, you may find this a good opportunity to review the emergency contact numbers that you provided the school and make any necessary changes. You will also need to review this information with your child.

The policy of the Diocese of Pittsburgh and BLSMMA has always been to release students to their parents or legal guardian following proper sign-out by the authorized person. Only if an immediate, dangerous situation exists that would prevent anyone from entering or exiting the building would we modify this procedure. Depending on the nature of the emergency, we would respond according to our plans for potential threats and will follow directions from public safety officials. In such instance, we will coordinate with the local media to get information to you. It is important that you remain aware of public notice on radio, television and the Internet about emergency procedures and updates. In any case, student and staff safety is our first priority, and all procedures are designed for their protection.

Our goal is to have a facility that is safe and secure for all parties. We have followed a self-inspection designed checklist to help prevent or reduce neglected areas of concern. Our on-going inspections include a timetable for improvements. We practice monthly fire drills for the safety of students and staff. We will begin practicing emergency evacuations twice during the school year. We will notify you when the emergency evacuation practice will take place so that you may discuss and comfort your child/ren for this practice procedure. If you have any questions, please call the school office at 412-431-4645. Thank you.

Sincerely,

Cindy Baldrige

