

LOS ANGELES UNIFIED SCHOOL DISTRICT

Local District Northeast

Toluca Lake Elementary

4840 Cahuenga Blvd.

North Hollywood, CA 91601

Telephone: (818) 761-3339

FAX: (818) 761-7197

<http://toluca.weebly.com>

Michelle King

Superintendent Of Schools

Linda Del Cueto

Local District Northeast Superintendent

Carol Reo-Bové

Principal

February 23, 2017

Dear Parents or Guardian:

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 3-7-17, at 8:30 a.m. Please be advised that students will be dismissed at the regular time on this day.

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://achieve.lausd.net/pei>. 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 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 at <http://www.redcross.org> or by calling the Los Angeles Chapter at (213) 739-5200. 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 at [818-761-3339](tel:818-761-3339).

Sincerely,

Principal