

# *Shadow Forest Elementary*

2300 Mills Branch Drive . Kingwood, Texas 77345 . 281-641-2600

**Lisa Lackey**  
Principal

**Michael Bushnell**  
Assistant Principal

January 9, 2026

Re: Emergency Preparedness **Drill**

Dear Shadow Forest Elementary Parents/Guardians and Foster Elementary Third Grade Parents/Guardians:

Thank you for choosing Shadow Forest Elementary to provide educational services to your child. We are proud to be able to serve you and your student(s) and we will continually strive to provide a safe learning environment for them. The safety and welfare of our students and staff are our highest priority here at Shadow Forest. In order to maintain a safe environment in which our students can develop and learn, it is necessary that we **PRACTICE** our emergency and crisis response plans throughout the school year to help our staff and students know what to do in an emergency.

In the coming days we will conduct a school-wide Lockdown **DRILL**. Our lockdown procedures were developed with the assistance of Humble ISD police, local police, and fire officials as recommended by the United States Department of Education, U.S. Department of Homeland Security, and the Federal Emergency Management Agency (FEMA).

We feel that open and clear communications with parents and students are important to enhance our safety efforts and wanted you to know about the upcoming lockdown **DRILL**. If you have any questions regarding any of our safety drills or other safety concerns, please contact the school office. The telephone number is 281-641-2612.

Sincerely,

*M. Michael Bushnell*

SFE Assistant Principal/Safety Liaison