



LAREDO INDEPENDENT SCHOOL DISTRICT
900 E. Lyon St. Laredo, Texas 78040 • Ph. 956-273-1141
Plant Facilities and Support Services
Safety/Crisis Management

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To: All Principals

From: Victor G. Mora, CSHO, Safety/Crisis Management Officer

Thru: Angel Velazquez, Executive Director for Plant Facilities and Support Services

Re: Valentine's Day Delivery Procedures

Date: 8/15/14

Please make sure that all visitor procedures are followed correctly as Valentine's Day deliveries start arriving at your campus. Please ensure that all deliveries are left at the front desk – do not allow deliveries to be taken into the school by the delivery person. Only campus personnel should make classroom deliveries. We need to ensure campus visitor safety at all times.

Also, it is very important that all schools ensure that any balloon/flowers arrangements are taken home at the end of the school day. If we leave balloons in our classrooms and offices, our alarm system is going to be ringing all night due to motion sensors being triggered due to movement.

Please make an announcement to all teachers and staff to please take all arrangements home at the end of the school day.