

Dear Parents/Caregivers:

As part of the Hamilton-Wentworth District School Board and James MacDonald's Safe Schools Policy, each year we are required to conduct a series of security responses and drills to ensure that all students and staff are prepared in the event of an emergency.

As part of our procedures, we want to make parents aware of:

- a) Secure Schools terminology
- b) Dates of our pre-planned drills

There are three Secure Schools terms that we use. These terms are used by schools, police, and the media should these events occur. Please read each carefully so that you are aware of the type of response, and when it might be used. Each type of response is addressed with students prior to our drills so that students are aware of the procedures.

"Shelter in Place"

This response would be used for an environmental, or weather-related situation, where it would be necessary to keep all occupants within the school to protect them. This response might be recommended by Police, Fire Department or EMS. Examples may include chemical spills, gas leaks, 'downed' wires or extreme weather in the vicinity. People would be allowed to enter the building; however, they would be required to stay once inside. During this response, we would close all windows and doors, but normal operations within the school would continue.

"Hold and Secure"

This response would be used when the school is secured due to an ongoing situation outside of the school. An example of this may include a bank robbery in the school's vicinity. This response would likely be directed by the Hamilton Police Services and would require us to lock all external doors, close all windows, and post staff members at all exterior doors. During this response all movement in and out of the building is restricted. This includes staff, students, parents, and all other visitors. *Please note that during our drill, anyone inside the building will be required to stay.*

"Lockdown"

This response would be used if there is a violent incident or threat of serious violence within the school or very near to the school. All internal doors would be locked and all persons would go to a previously determined location. This usually involves moving out of the sightlines of doors and windows. All movement in, out, and within the school is restricted. In the event of a lockdown, no phones would be accessed within the building. Parents would use the Parent Hotline Number 905-521-2535 for updates.

"Bomb Threat"

This response would be used if there was the threat of an explosive device within the school. All classes would be asked to immediately evacuate the building and relocate to designated locations outside on the school property. This drill is very similar to a fire drill; the only difference is that the drill is initiated by an announcement from the principal instead of an alarm.

The dates for our procedures are as follows:

| | |
|---|---|
| HOLD & SECURE – ONCE A YEAR | October 10th, 2017 – 12:00 PM |
| SHELTER IN PLACE – ONCE A YEAR | October 24th, 2017 – 12:00 PM |
| LOCKDOWN (MINIMUM 2 A YEAR) | November 9th, 2017 – 12:00 PM |
| LOCKDOWN | December 7th, 2017 – 12:00 PM |
| BOMB THREAT – ONCE A YEAR | September 19th, 2017 – 12:00 PM |
| There will also be a total of 6 fire drills before the end of the school year. | |

Please note that these dates will be posted on our school calendar and a Synervoice reminder message will go out to families the night prior to each drill.