



Buchanan Park Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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Dear Buchanan Park Community:

As in the past, our school will be implementing drills for our “Secure School Procedures” during this school year. Secure school procedures are used when there is a potential risk of harm to people within, or outside, the school setting. It is important that staff and students are prepared and know what to do should such a situation arise. It is equally important that Buchanan Park family members be aware of what would be happening in such situations.

The procedures in Hamilton-Wentworth District Schools have been developed in close consultation with the Hamilton Police Services.

A secure school situation is when direction for emergency response is required in the event of the following scenario:

- **Lockdown:** A potential violent situation at the school
- **Hold and Secure:** Safety situation in the neighbourhood external to the school
- **Shelter in Place:** A potential environmental hazard outside the school
- **Bomb Threat:** A report of or discovery of an explosive device

For young children, this procedure will be presented in the same way we present information for a fire drill. Sometimes we can be safe by leaving the building; sometimes we can be safe by staying in our classrooms.

Secure school procedures are in place to have children “get in” to classrooms, and “get down”, away from windows and doors. These procedures reduce the risk of harm in potentially threatening situations.

Principals are required to practice Lockdown procedures twice during each school year and all other drills once. We will have our first set of practice drills on Tuesday Oct 7, 2025.

We have tentatively planned for our second term Lockdown drill to occur on Tuesday February 3, 2026.

Along with the information being presented at school, we encourage parents to talk with their children about the need to always be prepared, and that sometimes



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we go out of buildings for safety, and sometimes we stay in the buildings for safety.

First, there will be a Bomb Threat drill at approximately 11:30 am on Oct 7, 2025. Which would be used in the event of a report of or discovery of an explosive device.

Second, there will be a Shelter in Place drill at approximately 12:00 pm. This procedure is used when the school needs to be secured due to a potential environmental or weather-related hazard outside the school. It requires that we all remain in the building to stay safe (e.g. chemical spill near a school site, electrical outages, explosions or extreme weather conditions).

The third drill we will be doing at approximately 12:20 pm is a “Hold and Secure”. It is used when the school needs to be secured due to an ongoing situation outside and not related to the school itself. It requires that we all remain in the building to stay safe (e.g. bank robbery near a school).

Lastly, at approximately 12:40 pm, we will be doing a Lockdown drill. The term “Lockdown” is used when there is an incident or threat of serious violence or injury within the school.

Your support is much appreciated, as always. If you have any questions and/or concerns about any of these drills, please don’t hesitate to contact me.

Regards,

**Ms. T. McLaughlin
Principal**