



Collegiate Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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November 2021

Dear Families,

We are writing to inform you that our school will be holding a secure schools protocol drill, so that staff and students are prepared in case of an emergency.

The drill will take place on **Thursday November 4, 2021**. We appreciate the co-operation of our students and staff during the drill. It is also important that we all remain aware of secure schools terminology used in all of Ontario's publicly funded schools.

You can learn more about HWDSB's approach to secure schools at <https://hwdsb.info/secureschools>

Sincerely,

Collegiate Elementary Staff



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SECURE SCHOOLS

At Collegiate Elementary School, we will be practicing our **"Lockdown - Secure Schools Procedure"**
Thursday November 4th 2021

A Lockdown is used when there is a potential risk of harm to people within, or outside the school setting. Although one can never predict when a violent or potentially harmful situation may arise, schools can prepare for responding to such an incident through intentional, scheduled practices, much like what we do with Fire Drills. The goal of the practice is to minimize the risk for staff and students during a time of crisis. In the event of a "real" lockdown, the Hamilton Police Services will be responding to the situation. All staff, students and volunteers who are regularly in the school buildings are required to know the procedures. The students will have the Lockdown Procedures explained to them ahead of time and the school will practice this procedure twice per year.

The following terms and language will be used to ensure everyone is using the proper terminology.

"HOLD AND SECURE" – Used when the school is secured due to an ongoing situation outside and not related to the school (e.g. bank robbery near a school)

- The school continues to function normally, with the exterior doors locked until the situation is resolved
- Staff member posted at each entrance
- All movement in and out of the school is restricted
- Exterior facing windows should be covered or blinds drawn, lights dimmed, where possible
- School most likely to be notified by Hamilton Police Services

"SHELTER IN PLACE" – Used for an environmental, or weather-related situation, where it is necessary to keep all occupants within the school to protect them (May be recommended by HES-Fire). Examples may include chemical spills, blackouts, explosions or extreme weather conditions

- People enter and remain in a building with the doors and windows closed
- Fans including heating and air conditioning units, should be turned off to prevent air from outside entering the building
- Normal operations may continue within the building

"LOCKDOWN" – Used when there is a major incident or threat of school violence within the school, or in relation to the school

- Threat is inside the school, or is on school property, and poses an immediate threat to the students and staff
- Follow current lockdown procedures
- All movement in and out of the school and within the school is restricted
- Doors remain open to permit police immediate entry
- The "Safe Location" for our school is St. John Henry Newman Catholic Secondary School

The above terminology is used to ensure consistency across the province. Common language across the province allows for easy integration when staff, students and other emergency service personnel are transferred from one jurisdiction to another. Along with this information being presented at school, we encourage parents to talk with their children about the need to always be safe and well prepared for an emergency situation.