



Hess Street Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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PRINCIPAL: Steve Johnston
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Friday, September 16, 2022

Dear Hess Street Community

Re: Secure School Drills for 2022-23

The purpose of this letter is to share HWDSB Safe and Secure Schools protocols and information in readiness for the 2022-2023 school year.

Each school year all school will complete the following drills:

Fire Drills

Fall 2022 - three fire drills

Spring 2023 – three fire drills

Lockdown Drills

Two drills each school year.

#1 – Tuesday November 29, 2022 – 9:30 AM

#2 – Monday December 12, 2022 – 2:00 PM

Hold and Secure Drill

One drill each school year.

Monday January 30, 2023 – 10:00 AM

Shelter in Place Drill

One drill each school year.

Friday February 17, 2023 – 11:30 AM

***Please note that there will be no access to Hess Street School during these drills.

During Secure School drills there is the potential that uniformed officers may be in the building to inform and support best practices as they relate to the safety of the school community.

S. Johnston, Principal.



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Please see below for additional information regarding Secure School drills.

"Lockdown": (usually initiated by Hamilton Police Services, sometimes by Principal or school personnel)

- defined by police as the restriction of movement during the time of a potentially serious violent threat or violent incident that would endanger the lives of students and staff
- used only when there is a major incident or threat of serious violence within the school, or in relation to the school
- the threat is inside the school, or is on school property, and poses an immediate threat to the students and staff
- all movement within the school and into and out of the school is restricted
- exterior doors remain open to permit officers immediate entry
- In a real lockdown situation, Police will notify the school when Lockdown has ended; and an administrator will then announce "all clear" to end the lockdown, as well as come to each room to open doors and confirm the response is over. Students and staff must not leave the rooms they are in until the door is unlocked for them.

"Hold and Secure": (School most likely to be notified by Hamilton Police Services)

- is used when the school is secured due to an ongoing situation outside and not related to the school that requires all persons to remain in the building (e.g., bank robbery near a school)
- if staff and/or students are outdoors, the school bell will ring to indicate re-entry
- *the school continues to function normally, with the exterior doors locked until the situation is resolved*
- a staff member posted near each entrance to ensure no one leaves the building; all movement in and out of the school is restricted; exterior doors are to be locked
- exterior facing windows should be covered or blinds drawn, lights dimmed, where possible.
- Police will notify the school when it can come out of 'Hold and Secure.'
- An announcement will be made to end "Hold and Secure"

"Shelter in Place": (recommended by Police, Fire Dept. Emergency Medical Service (EMS), etc.)

- is used for an environmental, or weather-related situation, where it is necessary to keep all occupants within the school to protect them (e.g., 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 outside air from entering the building
- normal operations may continue within the building.

Full HWDSB Secure School Protocol:

<https://www.hwdsb.on.ca/wp-content/uploads/2017/11/Secure-Schools-Protocol.pdf>