



École Élémentaire Michaëlle Jean

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

2121 Highway # 56
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PRINCIPAL: Mme L. Neale
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Dear Parents/Caregiver,

As part of the Hamilton-Wentworth District School Board and Michaëlle Jean's Safe Secure School Protocol, 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:

1. Secure Schools terminology
2. 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": (May be recommended by Police, Fire Dept. Emergency Medical Service (EMS), etc.)

Shelter in Place 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). This response might be recommended by Police, Fire Department or EMS. 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": (School most likely to be notified by Hamilton Police Services)

Hold and Secure 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. 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": (usually initiated by Hamilton Police Services, sometimes by Principal or school personnel)

**A lockdown is 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.



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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 within the school and into and out of the school is restricted.

“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 24th, 2018 – 11:45 AM
SHELTER IN PLACE – ONCE A YEAR	October 10th, 2018 – 11:45 AM
LOCKDOWN (MINIMUM 2 A YEAR)	November 7th, 2018 – 11:30AM
LOCKDOWN	November 28th, 2018 – 11:30 AM
BOMB THREAT – ONCE A YEAR	October 2, 2018 – 11:30 AM

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.

Thank you,

Mme Neale, Principal