



École Élémentaire Michaëlle Jean

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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September 17, 2019

Dear Parents/Caregivers:

As part of the Hamilton-Wentworth District School Board Secure Schools Protocol, we are required annually to conduct a series of 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 four Secure Schools terms that we use: Hold & Secure, Shelter in Place, Lockdown and Bomb Threat. These terms are used by schools, police, and the media should these events occur. Please refer to our HWDSB Secure Schools Handout: <https://www.hwdsb.on.ca/elementary/supports/safe-schools/secure-schools/> for further information.

The dates for our drills are as follows:

HOLD & SECURE – ONCE A YEAR	September 24, 2019 – Period 5
SHELTER IN PLACE – ONCE A YEAR	October 7, 2019 – Period 2
LOCKDOWN (MINIMUM 2 A YEAR)	September 25 – Period 2
LOCKDOWN	September 30 – Period 4
BOMB THREAT – ONCE A YEAR	October 8 – Period 2
There will also be a total of 6 fire drills before the end of the school year.	
Fire Drills for the fall are: September 17, September 18 and September 25	

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

Sincerely,
Mme Neale