



Sir William Osler Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

330 Governor's Road
Dundas, Ontario L9H 0A3
Phone: 905.628.1588
Fax: 905.628.2275

EMAIL: sirwilliamosler@hwdsb.on.ca
PRINCIPAL: G. Smith
VICE-PRINCIPAL: J. Schinkel
www.hwdsb.on.ca/sirwilliamosler

December 2018

Dear Parents / Guardians:

Our school will be practicing our Lockdown Procedure in the next two weeks. A Lockdown is used when there is a potential risk of harm to people inside or outside a school setting. Although we have not experienced many serious situations in our school board, and we cannot predict when such situations may occur, it is important that staff and students are prepared and know what to do should such a situation arise. It is equally important that parents and guardians know what would be happening in such situations.

The procedures in Hamilton-Wentworth District School Board schools have been developed in close consultation with the Hamilton Police Services. Some examples of when a Lockdown would be initiated include:

- A situation in the community near the school involving weapons, a ruptured gas pipe, etc. (police would direct school to go into Lockdown)
- A situation within the school involving weapons (the Principal would direct staff and students to go into Lockdown and notify 911 immediately)

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 a building, sometimes we can be safe by staying in our classrooms.

Fire drills are in place to quickly evacuate the building. Lockdown is in place to have children “**get in**” to classrooms and “**get down**” away from windows and doors. Both procedures are in place to reduce the risk of harm in potentially threatening situations.

Principals are required to practice the Lockdown procedures twice during each school year. Our practice dates will be:

Mid December between 10:00am and 11:00am

Mid Spring between 2:00pm and 3:00pm

Along with the information being presented at school, we encourage parents to talk with their children about the need to always be prepared. A good starting point - *sometimes we go out of buildings for safety and sometimes we stay in buildings for safety.*

If you have any questions or concerns, please feel free to contact school administration.

G. Smith
Principal

J. Schinkel
Vice Principal