



Tiffany Hills Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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Friday June 14, 2019.

To the Parents/Caregivers of Tiffany Hills Elementary School,

In the HWDSB, it is the policy that each school practices emergency procedures and drills each year. In the fall and spring we practice our fire drill procedures three times. We are also required to practice the Secure Schools Procedures.

Today at school, we held a "Safety Day" on which we practiced the important routines for three Secure Schools Drills. We specifically practiced our procedures for **Shelter in Place, Lockdown and Bomb Threat Evacuation.**

The purpose of this notice is simply to make you are aware that this was done. On the reverse side of this note you will find a reminder of the terminology that is used in all publicly funded schools.

Sincerely,

Jane Gerritsen, Principal

"BombThreat": (May be initiated by police, or implemented when there is a report or discovery of an explosive device) (Appendix C – Hamilton Police/School Board Protocol 2016)

- Report or discovery of an explosive device
- A specific announcement is made
- Students and staff evacuate the school using designated stairwells and exits
- Attendance is taken at the evacuation location

"Shelter in Place": (May be recommended by Police, Fire Dept. Emergency Response Services (EMS))

- 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 that may affect student/staff safety such as downed wires during ice storms);
- 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, if it is determined that the air intake could pose a health or safety risk for occupants;
- Normal operations may continue within the building.

"Lockdown": (usually initiated 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.
- used when there is a violent 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;
- follow current lockdown procedures;
- all movement within the school and into and out of the school is restricted;