

*Tiffany Hills*

ELEMENTARY  
SCHOOL

## Tiffany Hills Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

255 Raymond Road  
Hamilton, ON L9K 0H8  
Phone: 905-304-6223

PRINCIPAL: Jane Gerritsen  
VICE-PRINCIPAL: Marco Lutterotti  
[www.hwdsb.on.ca/tiffanyhills](http://www.hwdsb.on.ca/tiffanyhills)

**Tuesday February 4, 2020.**

To the Parents/Guardians 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 Secure Schools Drill.** We specifically practiced our procedures for **“Lockdown” routines.**

Our Community Liaison Officer, Cst. Richard Miedzybrodzki, joined us for this important practice and was able to provide me with feedback on our routines.

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

**"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.

**"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);
- the school continues to function normally, with the exterior doors locked until the situation is resolved;
- staff member posted near each entrance to ensure no one leaves the building; (staff will be called to be posted entrances)
- all movement in and out of the school is restricted;
- exterior facing windows should be covered or blinds drawn, lights dimmed, where possible.

**"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; (see attachment)
- all movement within the school and into and out of the school is restricted;

**Bomb Threat:**

(Appendix C – Hamilton Police/School Board Protocol 2016)

- Report or discovery of an explosive device
- A specific announcement is made to exit the building taking personal belongings (close by) with you
- Students and staff evacuate the school using designated stairwells and exits
- Students and staff evacuate to emergency location (Holy Name of Mary Elementary School)

Attendance is taken at the evacuation location