Dear Parents and Guardians,

This is the time of the year that schools will be practicing lockdowns procedures as part of our emergency planning/preparedness plan. The first instinct of parents/guardians upon hearing the news of a lockdown is to either phone the school directly, attempt to call your child, or make your way to the school, and while we understand that parents want to know what is happening, we ask instead that you understand and follow the procedures outlined in this letter.

School staff will implement a lockdown and call police if/and when there is *any* reason to believe that imminent danger to students and staff *may* exist. When a lockdown is announced, everyone in the school will move to a secure location, safe from harm. Police will immediately respond to the school and no one will enter or leave the school until the situation is resolved.

Roadways and the parking lot need to be kept clear for responding emergency vehicles when a lockdown is called. Concerned parents and guardians attempting to go to the school can interfere with police and other emergency responders trying to secure the area as quickly as possible. Therefore, if you hear that a **lockdown** is occurring at your child’s school, **do not attempt to go to the school**. **We also ask that you not attempt to phone your child during a lockdown**. In a lockdown, everyone must remain quiet, and a ringing cell phone may draw undue attention to the secure location of your child and his/her classmates.

Please be assured that every effort will be made to keep you informed as to what is happening during the event. Experience has shown that incorrect information often circulates during an event. Please do not share any information that does not come directly from police or district office. Please note that, for safety reasons, some situations may require that information be withheld until the situation is resolved.

Aside from lockdown procedures, we may also implement a precautionary “Hold & Secure” if there is an unrelated emergency occurring outside the building, or in the neighborhood, that could potentially present a danger to the school. In this situation, all doors to the school are locked and monitored so that there no person from the outside allowed access into the school. Classes will generally continue, but no one will be allowed to enter or leave the building until the outside situation is resolved. We also ask that you do NOT come to the school during a “Hold & Secure,” unless asked to do so by school or district staff.

We encourage you to discuss school safety with your child and to address any concerns they may have. We welcome any questions you have about this, or any other issue, related to the safety and security of our school.

**Note:** For your information, a **Lockdown Practice will take place on Friday, September 18.**  RCMP members might be present to practice this drill with us. No one will be able to enter or leave the school during this time. Lockdown drills take approximately 15-30 minutes to complete.

Thank You for your cooperation.

David Cripps

Principal