

Ecole élémentaire James Whiteside Elementary School



Ms. R. Corneil
Principall/Directrice

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Ms. M. Wong
Vice Principall/Directrice adjointe

February 27th, 2017

Dear Parents/Guardians,

We would like to advise all parents and guardians that next week we will be practicing a lockdown drill, which is one of our many safety procedures.

James Whiteside Elementary, along with the rest of the Richmond School District, is committed to promoting Safe Schools for all students and staff. Part of that commitment is ensuring staff and students are trained and prepared to respond to any threat, minor or serious, to our school population.

Just as we practice safe procedures in case of earthquake or fire, we will now prepare for other situations that might happen in our neighbourhood (such as a broken gas line) or within our school (such as an intruder). These situations would lead us to "lockdown" the school. For the broken gas line example, we would follow Hold & Secure (**Yellow**) procedures – a **perimeter** lockdown. For an intruder, we would follow Code **Red** procedures - a **full** lockdown. These procedures have been developed with the support of law enforcement agencies and are consistent through all metro school districts.

We will have our second "lockdown" drill on **Tuesday, March 7th at 12:00 pm** to simulate effective responses to potential safety threats. All staff members have practiced the drill (when students were not in the building) and classroom teachers have discussed the steps involved in a school lockdown with their students. You know your child best and if you feel your child would benefit from some reassurance, please have a brief conversation with him or her before the drill.

If you have any questions about the lockdown drill, please call Ms. Corneil or Ms. Wong at school.

Sincerely,

Ms. R. Corneil
Principal

Ms. M. Wong
Vice-Principal