



Ms. R. Corneil  
*Principal/Directrice*

ÉCOLE ÉLÉMENTAIRE  
JAMES WHITESIDE ELEMENTARY SCHOOL

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Ms. S. Grant  
*Vice Principal/  
Directrice adjointe*

Thursday, December 2<sup>nd</sup>, 2021

Dear Parents/Guardians,

We're writing to let you know about a safety drill that we will have next week – a "Hold and Secure" drill.

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 also prepare for other situations that might happen in our neighbourhood (such as a broken gas line or a threat in the community) or within our school (such as an intruder). These situations would lead us to "lockdown" the school. For the broken gas line or threat in the community examples, we would follow Hold & Secure procedures – a perimeter lockdown. For an intruder, we would follow full Lockdown procedures. These procedures have been developed with the support of law enforcement agencies and are consistent through all metro school districts.

We will have our first "Hold and Secure" drill on **Wednesday, December 8<sup>th</sup>** to simulate effective responses to potential safety threats. Classroom teachers will have discussed the steps involved in a perimeter 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 feel free to contact the school.

Respectfully,

Ms. Corneil  
*Principal*