



École élémentaire James Whiteside Elementary School

9282 Williams Road, Richmond BC V7A 1H1

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Brett Cameron, *Directeur/Principal* | Sara Lai, *Directrice Adjointe/Vice Principal*

October 17, 2025

Dear Parents/Guardians,

We're writing to let you know about a safety procedure – a “hold and secure” drill.

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 within our school (such as an intruder). These situations would lead us to hold everyone inside and secure the school. For the broken gas line example, we would follow Hold & Secure procedures – a perimeter lockdown. For an intruder, we would follow Lockdown 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 first “hold and secure” drill on Monday, October 20th, at 1:00 p.m. to simulate effective responses to potential safety threats. You know your child best and if you feel your child would benefit from some reassurance, please have a brief conversation with them before the drill.

If you have any questions about the hold and secure drill, please call Mr. Cameron and Mme. Lai at school.

Sincerely,

Brett Cameron

Principal/Directeur - École élémentaire James Whiteside Elementary School

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