



Appendix A

September 2014

## Lester B. Pearson Elementary School

7 Snowcrest Ave, Toronto, Ontario M2K 2K5

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*Angela Caccamo, Principal*

*Dori Antolin, Vice-Principal*

Dear Parent(s)/Guardian(s):

### *Emergency School Lockdown Procedures to be practiced in all TDSB Schools "Keeping our Students and Staff Safe"*

The Toronto District School Board has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. In partnership with the Toronto Police Services and the Toronto District School Board, a city wide safety Emergency School Lockdown Procedures plan has been developed. The Emergency Lockdown Procedures – either Shelter in Place, or Hold and Secure, or Lockdown – are initiated when a high risk incident involving weapons, hazardous chemical spill, severe weather warning, student/stranger intrusion, etc., occurs in the school or on school property, or there are circumstances in the vicinity of the school that could endanger the lives and/or the safety of students and/or staff.

In order for all students and staff to become familiar with the expectations during a lockdown, our school will be practicing emergency lockdown procedures as we have normally done with fire drills. During these drills, there will be signs posted on the entrance doors indicating that the school is in lockdown. The doors will be locked and no one will be allowed into the school, as this is the same procedure that will be followed in a real situation.

***We will be holding several fire drill and lockdown practices during the school year. Please note the first set of dates below:***

- **Monday, September 8<sup>th</sup> – Fire Drill #1 (2:15PM)**
- **Thursday, September 11<sup>th</sup> – Fire Drill #2 (10:15AM)**
- **Monday, September 15<sup>th</sup> – Fire Drill #3 (2:15PM)**
- **Thursday, September 18<sup>th</sup> – Lockdown Practice (10:15 AM)**

We encourage parents to have a discussion with their children regarding the importance of such safety measures and practice drills. When communicating with your child, we suggest that you:

- a) Keep discussions age and developmentally appropriate (e.g. tell SK students that they need to lie down on the floor so that if something comes through the window, like a rock, they won't get hurt.);
- b) Reassure students that it would be normal if they react (e.g. it should be viewed as normal and o.k. if a student begins to cry during a drill);
- c) Include age appropriate facts in an open and honest manner. Tell them the reason for the drill and/or lockdown is to help keep everyone safe during emergency situations;
- d) Let them know they can talk to someone about how they are feeling once the drill is complete – including their parents, teachers and school support staff such as the Guidance Counsellor.
- e) Provide adequate and appropriate opportunities for students to share feelings, concerns, thoughts, etc.

Emergency preparedness benefits children and youth in the event of a real situation. It enables a predetermined plan to be effected in a calm manner and provides an opportunity for discussion about fears and anxiety that students may be feeling.

We always invite parents to participate in a review of our Safe Schools Procedures as part of our School Action Team. You are also welcome to contact the school should you have any questions at this time.

Sincerely,

A. Caccamo  
Principal

D. Antolin  
Vice-Principal