



*Principal: K. Joy*

*VP: L. Reichheld*

*Admin Assistant: R. Inglis*

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Sept 11, 2024

Dear Parents and Guardians,

The safety and security of our students and staff is a top priority for St. Margaret's Bay Elementary School and the Halifax Regional Center for Education. As in years past, we have implemented several measures as part of a comprehensive plan aimed at ensuring our school remains a safe place for our students to learn.

Two of the procedures our school will be practicing in September will be a Lockdown Drill and a Hold and Secure drill. During a lockdown drill, classroom doors are secured, and the students and staff remain quietly inside the room until instructed by the school administration to resume their activities. All exterior doors are locked, and no one is permitted to enter or leave the building. A Hold and Secure drill is similar, except that while classroom doors are locked, learning continues as usual.

Students are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate. Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during either a Lockdown or Hold & Secure drill. These drills should be treated with the same level of importance as fire drills.

Please be assured that staff at our school will spend time discussing the importance of this procedure with students prior to running either of these drills. We will also take time afterwards to remind them that it was only a practice and there was no danger. When possible, our School Liaison Officer may assist us in conducting the lockdown drills just as the Fire Department may assist with evacuation drills.

Please take the time to speak with your son/daughter about this procedure and reinforce its importance. This week we will conduct our first fire drill, and our Lock Down Drill is scheduled for the week of Sept 23-27<sup>th</sup>.

Please contact me if you have any questions about these drills.

Thank you for your attention to this matter.

Kelly Joy

Principal, St. Margaret's Bay Elementary School