

St. Marguerite Bourgeoys Catholic School

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September 5, 2019

Procedures for Threats to School Safety: Keeping Our Students and Staff Safe

Dear parents/guardians,

The Algonquin and Lakeshore Catholic 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 emergency services in the area, a board-wide plan has been developed to address threats to school safety. This plan includes procedures known as **Evacuation, Shelter in Place, Hold and Secure, Bomb Threat/Explosive Incident, and Lockdown.**

An **Evacuation** occurs when all students and staff are removed from the school (e.g. a fire or gas leak in the school). A **Shelter in Place** occurs when there is an environmental or weather-related situation in the area (e.g. a chemical spill). A **Hold and Secure** is initiated when there are circumstances in the vicinity of the school that could endanger the safety of students and/or staff (e.g. criminal event near the school, but not on school property). **Bomb Threat/Explosive Incident** procedures are initiated when a threat of a bomb or explosive device is received by a school either by phone or some other means (e.g. by mail or social media). **Lockdown** procedures are initiated when there is a threat of violence within the school (e.g. person with a weapon).

In order for all students and staff to become familiar with expectations during a threat to school safety, our school will be practicing threat response procedures much like we have done with fire and lockdown drills in the past. In a real emergency situation, signs will be posted on the entrance doors indicating that the school has activated a Shelter in Place or Hold and Secure in which case the doors will be locked and nobody will be allowed into the school. In a real Lockdown situation, the school will not be able to post signs and lock doors because the imminent threat will be in the school building and all staff and students will be actively responding to the threat. If an evacuation should occur, emergency services will secure the school site.

I understand that a parent/guardian would be concerned for their child during a response to a potential threat to school safety. I want to assure you that the school is prepared for any of these risks. If a real emergency is in effect, you will be unable to contact our school or school personnel while the situation is being resolved. If our school should activate the Threats to School Safety Procedures because of an

imminent threat, the board's Communications Officer will use all media available to update families of the situation as it unfolds.

For the safety of our students and staff, two Lockdown practices will be held during the school year. The practice drills are scheduled for

Wednesday, September 18th, 2019 @ 10:15 am

Wednesday, May 13th, 2020 @ 10:30 am

Please call Mr. Minutillo or Mr. Gencarelli at the school if you have any questions.

Sincerely,

Mr. Minutillo
Principal

Mr. Gencarelli
Vice-Principal