Northeastern Catholic District School Board

SACRED HEART SCHOOL
401 Cedar St. South
Timmins, ON
P4N 2H7

Principal: Roslyn Gauthier Phone: 705-264-5869 Fax: 705-267-5565

October 17, 2012

"KEEPING OUR STUDENTS AND STAFF SAFE"

Dear Parents/Guardians:

The Northeastern Catholic District School Board has a primary responsibility to ensure the safety of our students and staff inside the Board buildings and on Board property. Accordingly, following the direction of the Ministry of Education and working with fire, police and emergency services, the Board has developed an Emergency Preparedness policy and procedures that will provide for a consistent response in all schools in the event of an emergency. Please know that our school has developed a comprehensive Emergency Preparedness plan. This letter is intended to remind you about some of our procedures.

The "Shelter in Place" procedure is used when an incident occurs outside the school which poses no threat to the occupants unless they were to leave the building, e.g. chemical spill, explosion, severe storm or a bear in the school yard. The "Hold and Secure" procedure could be used when an incident occurs near the school which poses no immediate threat to the occupants but could escalate to a more serious situation, e.g. bank robbery nearby or a police search for a known offender. In both procedures, the school is secured until the situation is resolved. All exterior school doors are locked and traffic in and out of the building is monitored by a staff member via the front entrance. Staff and students continue their usual school day with all outside activities cancelled until the situation is resolved.

The "Lockdown" procedure is initiated should a high risk incident involving weapons, student/stranger intrusion, etc., occur in the school or on school property, or there are circumstances in the vicinity of the school that could endanger the lives and/or safety of students and/or staff. A lockdown requires that all students and staff remain in classrooms or other designated secure locations that are away from danger and that minimize access and visibility. All exterior school doors are locked and no one will be permitted to enter the school. Police services would be involved in such circumstances.

In order for students and staff to become familiar with the expectations during a crisis situation, our school will be practicing lockdown procedures just as we have normally done with fire drills. During these drills, there will be a sign posted on the main entrance door indicating the school is in lockdown. The doors will be locked and no one will be allowed into the school. Similar procedures will be followed in a real situation. As required by the Ministry, we will have six (6) fire drills and two (2) lockdown drills throughout the school year.

Should you have any questions, you are welcome to call me at the school anytime.

Sincerely,

Roslyn Gauthier
Principal

We are smart. We do our part. We take pride in Sacred Heart!