



Aldershot School

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EMERGENCY RESPONSE PREPARATION INFORMATION LETTER TO PARENTS /GUARDIANS

April 11th, 2017

Dear Parents/Guardians:

Twice a year, as part of our Safety Plan, schools conduct three fire drills and a lockdown practice. These planned rehearsals are important in ensuring that staff and students are aware of how to appropriately respond in the event of a real emergency. If any deficiencies or problems are noted, then changes are made to the plan.

Each year, the Burlington Fire Department is present to observe one of the fire drills. The Fire Department gives the school a report on the drill and lets us know how well staff and students are responding to the fire evacuation plan.

This spring, Aldershot will be working with Halton Regional Police Services to conduct a lockdown rehearsal and training exercise. This rehearsal and training exercise, approved by the Halton District School Board Administrative Council, will take place on **Tuesday April 18th at 1:45PM** when we will initiate a mock lockdown. **All staff will review the lockdown protocol and explain the drill to all students.** *Approximately eight police officers from the Halton Regional Police Service, including our assigned High School Liaison Officer, will be on-site at the school responding to the call as if it was a real lockdown situation. Please note that this exercise will involve red plastic replica firearms that are not capable of being loaded or fired in any manner. No real firearms will be used in the exercise.*

It is anticipated that the police portion of this training exercise will take approximately **30 minutes**, and run concurrently with the lockdown activities initiated by the school. During the exercise, staff and students will be in "lockdown" mode (doors locked, lights off, students sitting quietly on floor). **The only impact of the police training portion of the lockdown exercise on staff and students is the potential to observe several marked police cars in the parking lot, and see officers in uniform moving on foot through the HALLWAYS of the school issuing loud verbal commands to each other.** **There will not be any intentional contact or interaction between students and police officers.** Once the lockdown rehearsal is complete, staff and students will be instructed to resume normal school activities.

These types of training exercises help to ensure that staff, students and police are ready to respond appropriately in the event of a real emergency. If you have any questions, please contact **Mrs. McLellan, Ms. Hudson or Ms. Botelho** at Aldershot. You may also contact our Family of Schools Superintendent, Gord Truffen at (905) 335 3665 ext. 3209.

Sincerely,
Aldershot School Administrators