

Robert Andrews School

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Principal: Mr. T. Stoesz | Vice-principal: Ms. L. Stachniak Whalen
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September 18th, 2018

Dear Parents/Guardians:

Your son's/daughter's safety is very important to us. We have policies and procedures in place at both the divisional and school level to support their safety. In the past, our school division has been working with the Winnipeg Police Service, (as well as referencing materials from the RCMP and Manitoba Education and Training), to review and strengthen the procedures we have in place to protect students and staff in the event of a safety threat at school. We would like to share details of these updated procedures with you now.

Safety procedures now fall into two categories: **Hold and Secure**, and **Lockdown**.

Hold and Secure will be activated if there is a *potential threat outside the school*. In these situations, the police typically contact the school and direct the school to go into Hold and Secure. When there is no longer a threat outside the school building, the police inform us that we can resume regular activities. If the school is in Hold and Secure, the following procedures will apply:

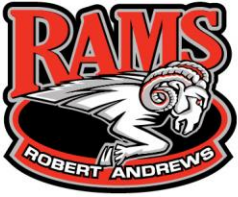
- All exterior doors will be locked.
- NO ENTRY signs will be placed on each door.
- No one will be permitted to leave or enter the school until school administration announces that Hold and Secure is over.

Lockdown will be activated if there is a *potential threat inside the school building*. If the school is in Lockdown, the following procedures will apply:

- All students and staff will proceed to the nearest classroom or office.
- All doors to classrooms and offices will be locked and/or barricaded by the supervising adult.
- Students will be kept away from windows and doors and instructed to remain silent and still.
- No one will be permitted to leave their room until the Lockdown is over.

All schools in RETSD are required to hold at least two Lockdown and one Hold and Secure practice drills each school year. The purpose of the drills is to provide training for staff and students so everyone knows what to do in the event of a safety threat. Everyone in the school building will participate in these drills. Students, staff and parents will be informed in advance of these practice drills.

If your son/daughter arrives at school during a Hold and Secure or Lockdown procedure, he or she must proceed to the school evacuation site, sign in and remain there until directed otherwise by administration or police. The primary evacuation site for Robert Andrews School is the East St. Paul Arena. The secondary evacuation site is Dr. Hamilton School. If these sites are too close, we will evacuate to the Eastview Community Church, 3500 DeVries Avenue.



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If you arrive at the school during a Hold and Secure or Lockdown, DO NOT ATTEMPT TO ENTER THE SCHOOL. For serious situations, please proceed to the parent/guardian information site where divisional personnel will arrive as soon as possible to assist you. The parent information site for Robert Andrews School is Abundant Life Lutheran Church, 3486 Raleigh Street.

If you hear about a serious emergency at Robert Andrews School through media reports or other means, DO NOT PROCEED TO THE SCHOOL. Instead, proceed to the parent information site identified above.

Please DO NOT CALL YOUR SON'S/DAUGHTER'S CELL PHONE during an emergency, particularly in a Lockdown situation where it is critical to remain silent and still and not draw the attention of any threat makers that may be in the building.

In closing, our purpose in sending this letter is to reassure you that we regularly review our divisional safety procedures to ensure that we are doing our best to maintain the safety of your son's/daughter's learning environment. We do this through proactive planning and practice of emergency procedures in all schools.

If you would like to read more information about safety policies in RETSD, please visit www.retsd.mb.ca/YourRETSD/Policies and scroll to Section E: Support Services.

If you have any questions about the procedures described above, please feel free to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Stoesz".

Ted Stoesz, Principal

A handwritten signature in black ink, appearing to read "Leigh Stachniak Whalen".

Leigh Stachniak Whalen, Vice-Principal