



Transcona Collegiate

Home Of The Titans... Where Character Counts!

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MRS. S. DZUBA, PRINCIPAL

MS. B. FRITH, VICE-PRINCIPAL
MR. D. BUSCETI, VICE-PRINCIPAL

September 24, 2015

Dear Parents/Guardians,

Your son/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 last several months our school division has been working with the Winnipeg Police Service, (as well as referencing materials from the RCMP and Manitoba Education and Advanced Learning), in order 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 our 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.

Effective September 1, 2015, 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 evacuation site for your son/daughter's school is: Murdoch McKay High School.**

If you arrive at the school during a Hold and Secure or Lockdown, DO NOT ATTEMPT TO ENTER THE SCHOOL. Instead, please proceed to the parent/guardian information site where divisional personnel will be available to assist you. **The parent information site for your son/daughter's school is: Westview Elementary School.**

If you hear about a serious emergency at your son/daughter's school through media reports or other means, **DO NOT PROCEED TO THE SCHOOL**. Instead, proceed immediately to the parent information site identified above.

Please **DO NOT CALL YOUR SON/DAUGHTER'S CELL PHONE** during an emergency, particularly in a Lockdown situation where it is critical to remain silent and still and not draw attention from 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/daughter's learning environment. We do this through proactive planning and practise of emergency procedures in all of our 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 Mrs. Dzuba.

Sincerely,

Mrs. S. Dzuba
Principal
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