



ELIJAH SMITH ELEMENTARY SCHOOL
1399 Hamilton Blvd
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*Together Today for our Children Tomorrow
Elijah Smith*

Dear Parents/Guardians,

Each school year, we are required to have two lockdown drills. The first of these drills for this school year took place on Thursday, December 8th and we will have the second drill this Monday, February 27th. For some students, lockdown drills can be stressful. To help alleviate this, we are making our procedures available for you to go over with your children, should you feel the need.

The five basic principles that guide our school's emergency responses are:

- Student and staff safety is the first priority before all other action.
- Students are supervised whenever they are evacuated to an alternate site until directed.
- Communication with emergency services comes first to ensure safety; communication with parents occurs once we determine students and staff are safe.
- The school cares for the student during a medical incident until emergency services respond.
- The principal is responsible for decision making during an emergency as required.

As a parent, you should follow these basic rules during a school emergency:

- Do not call the school; we must have phone lines open for emergency services.
- Do not drive to the school during a school or city-wide emergency; we need the streets clear for emergency services and to protect student safety.
- Wait for information and instruction from the school.
- Tune in to the local radio for updates and instructions. Sometimes school staff cannot communicate directly with you as they are ensuring the safety of students.

Lockdown Procedures
Elijah Smith School

When there is a major violent incident or the threat of violence within the school or in relation to the school, a lockdown occurs.

- Before locking your door, if it is safe, gather everyone within your immediate vicinity into your secure area
- Please make sure your doors are locked and secure
- Cover windows
- Turn off lights
- Get behind something solid if available
- Remain quiet
- Turn off all cellphones or put them on silent
- Do not open your door until the administrator says it is safe (over the PA system)
- If students are outside for recess, the bell will ring to bring students inside and an announcement will be made. Supervising teachers will bring students inside
- If you are away from the school when a lockdown occurs, do not re-enter the school. Our meeting place is the Hillcrest Park. The administrator in the office will check the whiteboard and text that we are in a lockdown.

Sincerely,

Chris Shipley
Elijah Smith School Principal
