



# ESQUIMALT HIGH SCHOOL

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October 16, 2017

Dear Parents and Guardians:

On Tuesday, October 24 around 9:00 AM, Esquimalt High will be conducting a lockdown drill.

Lockdowns occur when there is a perceived threat to the safety of students, usually by an intruder who has or is thought to have a weapon. Our Superintendent of Schools has requested that all schools in School District #61 conduct a lockdown drill this year.

We are currently going through a process to prepare for this drill. TA Teachers will be informing students and answer any questions they may have about the drill and lockdown procedures. Administration is also available to answer any questions they may have about the drill and lockdown procedures.

The drill will last 10 to 15 minutes. To begin the drill an Administrator will come on the PA and say, "This is a lockdown drill. Repeat, this is just a drill. Lockdown."

At this time, teachers will go to their doors, check hallways for students and direct them inside if necessary, lock the doors, shut window blinds, and instruct the students to assume the duck and cover position. The expectation is that students take the drill seriously as they would a fire or earthquake drill.

If during the drill, students find themselves in a hallway, they are to go quickly to the nearest classroom. If they are in the washroom, they should remain there, shut the door and lock it if possible, then get in a cubicle and raise their feet. Students in the gym area will be instructed by a teacher to go to an equipment storage room, the weight room, or a change room; any students outside such as a PE class, will assemble at the far end of the field.

The Administration, and our Police Liaison Officer, Constable Mark Jenkins will inspect the halls and some classrooms. An Administrator will then come on the PA to end the drill.

Please discuss this drill with your children. If you have any questions or concerns about the drill or lockdown procedure, please call one of the school Administrators at 250-382-9226.

Sincerely,

Tammy Renyard  
Principal