



## **ÉCOLE DU CARREFOUR**

201A, avenue du Portage  
Dartmouth (Nouvelle-Écosse) B2X 3T4  
Téléphone 902-433-7000  
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### **LOCKDOWN PROCEDURES**

September 19, 2014

Dear Parents and Guardians,

As you are likely aware, our school practices lockdowns as part of our emergency planning and preparedness cycle. Staff and students are familiar with lockdowns, but we wish to increase your knowledge of our procedures.

It is important to understand that school staff will implement a lockdown and call police if/and when there is any reason to believe that imminent danger to students and staff may exist. At this stage, everyone in the school will move to a secure location, safe from harm. Police will respond to the school and no one will enter or leave the building until the situation is resolved.

The first instinct of parents/guardians is to either phone the school directly or try to contact their child or to go to the school. You are please asked not to do any of these. Please follow the procedures outlined in this letter in case of a lockdown at l'École du Carrefour:

Experience has shown that roadways need to be kept clear for responding emergency vehicles, and parents and others attempting to drive to the school can slow police and other emergency responders from getting to and securing the area as quickly as possible. Therefore, if you hear that a lockdown is occurring at your child's school, please do not attend to the school.

Instead, you may attend to your *school's designated parent location (Caledonia Center also known as East Dartmouth Community Center), 50 Caledonia Road, Dartmouth*, to receive information which will be provided by police and school representatives. This location is far enough from the school to maximize your safety and that of others. Please be assured that every effort will be made to keep you informed as to what is happening during the event.

Experience has shown that incorrect information often circulates during an event when it does not come directly from the police or school board. Please note that, for safety reasons, some situations may require that some information be withheld until the situation is resolved. During a lockdown situation, you may also contact the school board by calling 433-7045. After the lockdown, you may be asked to go to the school or to wait where you are until your child is brought to your location.



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**We also ask that you not attempt to phone your child.** During a lockdown situation, everyone must remain quiet and a ringing cell phone may draw undue attention to the secure location where your child and his/her classmates are hiding.

Aside from lockdown procedures, your child's school may also implement a precautionary "*Hold & Secure*" lockdown if there is an unrelated emergency situation occurring outside the building or in the neighborhood that could potentially present a danger to the school. In this situation all doors to the school will be locked and monitored to control entry into the school. Classes will generally continue until the situation is resolved. We also ask that you do not attend to the school unless asked to do so by school board staff during a hold and secure lockdown situation.

We invite you to contact us if you have any questions regarding our lockdown procedures and we thank you for your support.

Sincerely,

Dan Coté  
Principal  
[ecgh@csap.ednet.ns.ca](mailto:ecgh@csap.ednet.ns.ca)