



Ecole Marlborough Elementary School

6060 Marlborough Avenue, Burnaby, BC V5H 3L7

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Principal: Mr. B. Cornell

Vice-Principal: Ms. F. Giacomazza

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SAFETY DRILL Week October 21 - 25

October 18, 2024

Dear Parents and Guardians,

Further to the letter emailed to you from the Burnaby School District on October 4, 2024, I'm writing to share information about our school's upcoming lockdown drill. As referenced in the letter from the District, while the likelihood is extremely low of threatening situations in our schools, having a plan and taking the time outside of a crisis to practice what to do in an emergency helps to protect students and staff during a critical incident. Please be assured that we will be providing age and developmentally appropriate information to students prior to the drill to help them to understand the importance of practicing these procedures. Staff will also be there to guide and support students throughout and after the drill.

As part of our ongoing practice of evacuation drills (fire drills), we have already completed one Fire Drill in each building. The staff and students did a great job of evacuating the building and waiting quietly for further instructions. We also completed our short run Earthquake Drill (inside drill including drop, cover and check). Next week, we will be doing the other three Emergency Drills to ensure the students and staff are prepared in case of an actual emergency.

We will be doing the following drills: a Shelter in Place Drill (Outdoor Safety Hazard such as wild animal or extreme weather) Hold and Secure Drill (neighbourhood security concern), a Lockdown Drill (threat in the building) next week.

The drills are not meant to alarm the children and teachers are aware of the days and times of the drills. It is helpful to discuss the drills with your children when they come home. Students will also have the ability to discuss the drills with their teachers after we complete them if they have any questions or concerns.

We recognize our responsibility to ensure student safety at school and practicing these types of drills allow us to reflect and improve our practices. As always, feel free to contact me if you have any questions about our school's Emergency Response Drills. I have also included the District's FAQ's from their letter below.

Bruce Cornell Francine Giacomazza
Principal Vice Principal

Practicing School Safety Procedures: Frequently Asked Questions

1. Why are you doing a lockdown drill?

A real emergency is an understandably stressful time. Having a plan and knowing what to do during a critical incident helps to protect students and staff. People are more confident and better able to manage when they have had a chance to practice and process outside of an emergency situation.

2. What is a lockdown and how do you decide to call a real one?

Depending on the scenario, different emergency responses may be called to protect people, including:

- **Lockdown:** The danger is in the school building, such as an intruder
- **Hold and secure:** The danger is close, but not in the building, such as a neighbourhood security concern
- **Shelter in place:** An outdoor danger is present, such as a wild animal
- **Evacuate:** The hazard makes it unsafe to remain in the building, such as a fire

3. What will happen during the lockdown drill?

During the lockdown drill, all students and staff will be instructed to move quickly and quietly into their classrooms. This will involve locking all interior and exterior classroom doors and windows, turning off lights, and remaining quiet until explicitly told the danger is over. The drill will be conducted in a way that is appropriate for the age and developmental level of students. Before, throughout, and after the drill, staff will be there to guide and support students.