

# **Garden Creek Safe Schools Week**

Dear Parents/Guardians:

The safety of your child and school staff is very important to us. In order to maintain a safe environment for all, it is necessary that we have drills to practice our emergency response plans. The students need to understand the importance of these drills and not be afraid when the alarms or announcements are made. By practicing they will know what to do and how to do it.

We will be conducting various drills during our Safe Schools Week, October 16<sup>th</sup> – 20<sup>th</sup> as well as throughout the school year. These include, “FIRE DRILLS”; “LOCKDOWN DRILLS”, “EVACUATION TO ALTERNATE SITE” and “SCHOOL BUS EVACUATION”. Each type of drill is explained below.

## **FIRE DRILLS ( Tuesday Oct. 18<sup>th</sup> and Friday October 20<sup>th</sup>)**

Fire alarm sounds. Students line up and go immediately outside with the teacher to a designated class spot. Attendance is taken and the Principal is notified of any missing students. All clear bell sounds and classes go back to their room.

- Another fire drill will take place with a blocked exit ( as in the case of a real fire). This will teach students to take another exit if needed.

\*In the case of a real fire, we would proceed to the Prospect Inn – our evacuation location- and parents would be notified.

## **EVACUATION TO ALTERNATE SITE ( Wednesday October 18<sup>th</sup> )**

The purpose of this drill is for students to be prepared to move to a safe location off school property. Our location is the Prospect Inn .

Fire alarm rings and students go to designated fire drill location. Attendance is taken and children are walked to the evacuation location. Attendance is taken again and children are walked back to the school.

- In a real case, parents would be notified to come and pick up their child from the Prospect Inn if need be.

### **LOCKDOWN DRILL ( Tuesday October 17th)**

This type of drill will secure the school building and shelter all students and adults. The purpose of this drill is to keep the students safe from any danger outside or inside the building.

Principal or designate will announce the lockdown over the intercom. Door will be locked (as always) and windows and window on the classroom door is covered up. Students will sit in silence with the teacher in a spot away from the door. An all clear message will come on after security has been checked and classes will resume.

- In a real case, emergency services and District personnel are immediately notified as are parents as soon as possible.

### **SCHOOL BUS EVACUATION ( Monday October 16th)**

The purpose of this drill is to teach students how to safely evacuate from a school bus in an emergency. Students will learn about the various exits on the bus and will practice exiting from the rear of the vehicle. This is conducted by a school bus driver.

### **OTHER**

Students will also have opportunities throughout the year to learn other skills to keep them safe: such as cyber safety, fire prevention, bike safety, etc.

\*\* If you have any questions regarding any of these Safety Drills or other safety concerns, please contact me at 453-5409

Sincerely,

Katherine Campbell

Principal