



**PRAIRIE SPIRIT**  
SCHOOL DIVISION

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September 1, 2022

Dear Parents and Caregivers:

**Re: Emergency school plans**

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Student and staff safety and security is our priority in Prairie Spirit School Division. Please review our emergency protocols below and talk about them with your children. This will support our work in ensuring our schools are safe, caring, and healthy places for your children.

Our schools are safe learning environments, thanks to the commitment of staff, parents, partners, and communities. However, emergencies do happen, and we are committed to being prepared and responsive.

Our emergency response plans are practiced in each school throughout the school year. We not only practice our drills, but we also engage with students to discuss the importance of practicing and to respond to questions and concerns. By preparing and practicing, we can alleviate fears and support a timely response during an emergency.

In an emergency, the school administration may respond with an evacuation (i.e., fire, water, etc.), Hold and Secure or Lockdown, depending on the nature of the situation.

- An **Evacuation** ensures that everyone in the school leaves the building in a safe and timely manner to avoid an environmental risk like a fire or a water main break.
- A **Hold and Secure** is initiated when there is a serious emergency or a threat of some kind occurring outside the school that may pose a risk.
  - All students are moved inside the school building and all exterior doors are locked.
  - Staff will monitor exterior doors and will restrict individuals from entering or leaving the building.
  - Students and staff continue with normal activities inside the building.
  - The school will remain secured until given an “all clear” by the principal, in consultation with emergency services.
- A **Lockdown** is initiated when a threat is inside, or in the direct vicinity, of the school building. The risk is significant and immediate.
  - Classrooms are immediately secured and students remain quiet in a specified safe space, with lights off and out of sight of doors and windows. Windows are closed or covered.
  - Cell phones are only used for communicating with emergency services.

- The school will remain secured until physically cleared by responding police.
- During a lockdown, no one is allowed to enter the school building, including parents.

Although parents may want to come to the school when they hear there is a Hold and Secure or Lockdown underway, please do not do so as this may jeopardize your safety or the safety of others.

You will be given the information you need through the school's communication channels when it is safe to do so. Schools will take the appropriate time to ensure that the information shared is accurate and provided in consultation with our police and emergency partners.

We encourage you to have conversations with your child(ren) regarding safety. If you have any questions regarding emergency planning at your child's school, please contact the administration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'PMB', with a long horizontal flourish extending to the right.

Peggy Mattila-Bains  
Learning Superintendent, Caring, Healthy and Safe Schools