



## Information for Families on Lockdown Drill



October 2021

Dear Families,

The safety of Rockheights staff and students is a priority at our school. Rockheights has an ongoing commitment to working with both the Victoria Police and the Esquimalt Fire Department in providing a safe action plan for our students in the event of an emergency. Emergency preparedness and rehearsal has always been a routine at Rockheights. When students and staff become familiar with, and rehearse emergency procedures, they will be better prepared in the event of an actual emergency. Knowledge is power in emergency situations. Every year our staff and students rehearse emergency situations through earthquake drills, fire drills and lockdown drills.

We will be having our first lockdown drill this year on **Thursday, Nov 4 @ 2:00pm.** Lockdowns occur when there is a perceived threat to the safety of students, usually by an intruder. We will be testing our procedure and our emergency paging system.

The lockdown drill will take approximately 15 minutes to complete. One of the administrators will come on the PA, and say, "Attention, this is \_\_\_ speaking. 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 usher them into classrooms, lock the doors, shut the window blinds, and instruct the class to "duck and cover." This is a consistent District-wide safety protocol. The students have been made aware of the drill and instructed by their teachers about what to do. Constable Mark Jenkins from VicPD will be present to review the Lockdown Drill with the staff.



If you have any questions or concerns, please contact  
Mr. Maxwell or Ms. Pelletier at 250-384-7125