



Waverley Memorial Elementary School

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Principal: K. Wolfe

Vice Principal: Janice Howlett-MacKay

Dear Parents and Guardians,

The safety and security of our students and staff is a top priority for **Waverley Memorial Elementary School** and the Halifax Regional Centre for Education. We have been implementing a number of measures as part of a comprehensive plan aimed at ensuring our school remains a safe place for our students to learn.

One of the procedures our school will be practicing is a lockdown drill. During a lockdown drill, classroom doors are secured and the students remain inside the room until instructed by the teacher to resume their activities. All exterior doors are locked and no one is permitted to enter or leave the building. We are required to hold 2 of these drills per year- one in the fall and one in February.

Students are kept inside the school and classrooms when circumstances make it safer to stay in the classroom rather than evacuate. Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill. These drills should be treated with the same level of importance as fire drills.

Please be assured that staff at our school will spend time discussing the importance of these procedures with students prior to running a drill. We will also take time after the drill to remind them that it was only a practice and there was no danger. When possible, our RCMP School Liaison Officer may assist us in conducting the lockdown drills just as the Fire Department assists with practice drills.

Please take the time to speak with your son/daughter about these procedures and reinforce their importance. We practice these drills to ensure our school remains a safe place for teaching and learning.

Please contact me if you have any questions about these drills.
Thank you for your attention to this matter.

Regards,

Karla Wolfe kwolfe@hrce.ca