

# ***SHERWOOD ELEMENTARY SCHOOL***

**64 Maple Avenue, Charlottetown, P.E.I., C1A 6E7**

**Phone: 368-6780, Fax: 368-6788**

***Principal: Marian Grant***

***Vice Principal: Tracy Ellsworth  
Rick Brennan***

September 21, 2011

Dear Parents/Guardians:

Re: School Lockdown Practice Drill

The Eastern School District and Sherwood School has a primary responsibility to ensure the safety of students and staff inside school buildings and while on school property. As a result, our school, in collaboration with the RCMP and the Eastern School District has developed a lockdown procedure. A school lockdown is initiated should a high risk incident involving weapons, hazardous chemical spill, severe weather warning, student or other intruder, etc. occur in the schools or on school property. Lockdown might also be initiated if there are circumstances in the vicinity of the school that could endanger the safety of students and staff. Schools will work as part of a coordinated team with emergency responders such as RCMP, local police, and fire departments to respond appropriately to the threat.

In order for all students and staff to become familiar with the expectations during a lockdown, our school will begin practicing emergency lockdown procedures on a regular basis, as we do with fire drills. During these drills there will be signs posted on the entrance doors indicating that the school is in lockdown. The doors will be locked and no one will be permitted to enter or leave the school during these exercises. This is the same procedure that will be followed in a real situation.

We will be holding our **lockdown exercise on Tuesday, October 11, 2011, at 10:45 a.m.**

Our homeroom teachers will be discussing this procedure with their students so as to minimize any anxiety.

Just a reminder of our procedure put in place last school year, that all staff and visitors will be expected to wear identification while in our school building. If you are visiting the school, please come to the office first to receive proper identification.

Thank you for your understanding in this matter. If you have any questions or concerns, please feel free to contact our school administration at any time.

Sincerely,

Marian Grant  
Principal

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