



October 14, 2015

**Re: Change of date for lockdown drill**

Dear parent(s)/guardian(s),

Due to the planned absence of a couple teachers, we will be changing the date of the lockdown drill to **October 23, 2015.**

I have attached the original letter below:

The safety and security of your children is of utmost importance to the New Frontiers School Board (NFSB). Police and firefighters have been collaborating with schools on safety issues for many years now, including through fire and emergency lockdown drills.

The NFSB and the schools under its jurisdiction share that objective and fully subscribe to the Sûreté du Québec's Response Plan for Safe Educational Establishments (RPSE). Under this plan, every effort is made to keep the personnel and students aware and informed with a view to optimizing the necessary intervention.

The basic goal of lockdown training is to ensure that all building occupants understand what do when a lockdown is announced.

Students and staff will be instructed to follow these steps:

1. Go to, or stay in, a safe location.
2. Lock or barricade doors from the inside (prevent entry to rooms).
3. Turn off lights.
4. Stay out of sight.
5. Remain calm and quiet.
6. Do not use any form of communication during the lockdown.
7. Remain in lockdown until the Police Department has secured the building and has come to each room to release the occupants.

Franklin Elementary School (FES), in collaboration with the Sûreté du Québec, will stage a lockdown simulation on October 23, 2015. Prior to the simulation, teachers will discuss the subject with their students.

Your child may talk to you about the lockdown exercise or may have questions about it. We encourage you to talk about it with your child and to mention that it is important to follow directives during the exercise so that it takes place in a climate of trust and calm.

If you have questions or concerns, please contact me by e-mail ([jwalker@nfsb.qc.ca](mailto:jwalker@nfsb.qc.ca)) or by phone (450.827.2505).

Thank you in advance for your collaboration.

Sincerely,

James Walker  
Principal

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