

IS THIS A REAC- TION TO SHOOT- ING IN CON- NECTICUT?

- Yes but none of the information you are about to read is new. The district has developed lock down procedures and our school has practiced lock down drills. The procedures are in place and it serves as reminder that we must all be diligent with safety and security.



My Lockdown Story

In 2006, my school went into lockdown. I was principal at Vanier Elementary in Coquitlam and I had to make a decision one sunny morning to lock down our school.

That morning, my secretary observed an unfamiliar man walk through the front doors of the school and head down the hallway. I was not in the office at that time.

My secretary follows the man down the hall and she sees him walk into the girls changeroom. She follows him in and sees him sitting on the bench.

"Can I help you?" She nervously asks.

He replies, "No. I'm just waiting for my daughter. Where is she?"

The secretary leaves and comes to my room to tell me. We run to the office and go on the PA system,

"Excuse this interruption, this is a lockdown. We are in lockdown. This is not a drill. Please secure classroom doors."

Meanwhile, my secretary called 911 to report an intruder in the building.

Within seconds, I could hear all of the classroom doors being slammed shut. My caretaker rushed to lock the front doors and then checks to see if there are any children in the washrooms that need to be secured.

Within minutes, the first RCMP cruisers arrived and a team of constables began a room by room search of the building. They overturned everything and looked in closets and storage rooms. The constable told me that when they look for a burglar or an intruder, you have to treat it like searching for a five year old. They can hide anywhere.

Within the next hour, the students remained in their class-

rooms as the school was searched.

The man was not found and his identity remains unknown. He must have fled the building when we initiated the lockdown. All of the students were accounted for.

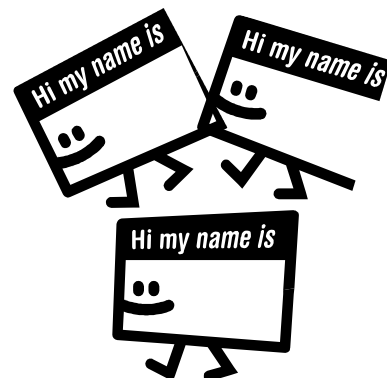
To this end, an emergency can happen anywhere and take any number of different forms. Thankfully on that sunny day in 2006, our school was able to manage that level of intrusion.

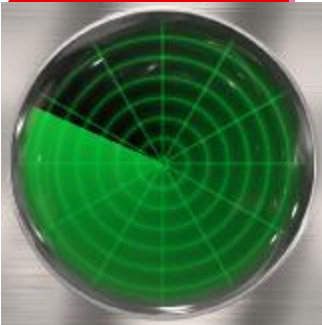
Please have this story in mind as you read through this issue. The tragic event in Connecticut serves as a reminder that we must all be mindful of the safety and security of our children.

Regards,

Mr. C. Mah

**All Parents and Visitors entering HME
must check in at the Office.
Volunteers must wear a badge.**





Early Warning

Radar

If you suspect a violent or criminal act will take place at the school, contact the police immediately and then the school.

Additionally, please make sure the school is aware of any court orders or restraining orders on ex-spouses.

Assemblies and Special Events

Do I need to check in at the office if I am coming in for Noisy Reading, Noisy Math or a Recognition Assembly?

No, the classroom teacher will confirm you as a safe visitor at HME. This assumes that your activity will remain in the classroom or gymnasium for the time of the event. If you are planning to stay past the event or wander through the hallways, then yes, a visitor's badge will be needed.

Security at HME

The recent tragedy in Connecticut serves as a stark reminder that a horrible event could happen anywhere.

As you read through this issue, please note that none of these procedures are new.

They already exist.

However, it's easy to become complacent. The recent tragedy has reminded me that we can't become complacent

when it comes to student safety.

Of note, the staff at HME would like all visitors to check in at the office. This includes parents, grandparents and other visitors.

This also includes parents that have been associated with our school for many years. *We are asking you to check in.*

The reason why is that we want our staff and students to

become accustomed to seeing adults wearing the badges. The moment they see someone not wearing a badge is cause for alarm.

Checking in at the office should be the new norm for HME.

All Visitors Must Check In at Office

All parents are asked to check in at our office. This includes volunteers or parents dropping off their child's backpack.

If your child has forgotten something at home, and you are delivering it, please leave it at the office and Mrs. Godin will get it to your child. This will help reduce distractions in the classroom.

By checking in, we are aware of all adults in the building.

Parents spending any length of time helping out are asked to wear a "School Volunteer" badge. This assures our staff and students that you are a safe visitor in the building.



Your Contact Info

Please make sure that you have provided us with your most up to date contact information.

Please make sure that you have also cleared your voice mail and email inboxes so that you can receive messages from us.

Please ensure that your emergency release contacts are also kept up to date. Please inform Mrs. Godin of any changes.

In the event of an emergency, we may need to contact parents.



What is a Lockdown?

Our district has defined two modes of lockdown: Code Yellow and Code Red. A lockdown could be triggered by a violent person in the community or within the school. It could also be a precaution to a police incident in the neighbourhood.

Code Yellow involves locking the exterior doors, lowering the shutters, taking attendance and locking the interior doors. All visitors will stay within the school. Nobody leaves or enters the building.

Typically the threat is outside of

the building.

Code Red involves locking all exterior doors, turning off the lights, lowering the shutters, locking all interior doors and hiding the children out of sight. Nobody leaves or enters the building. The threat could be inside the building.

We have practiced both modes of lockdown. In either mode, parents are not permitted into the building.

If we are in a lockdown, we ask parents refrain from calling the

school as it will overwhelm our phone lines in the event we need to call out. Communication will be made on our website or through email, if possible.

In either mode, the students, staff and parents will receive their instructions from the principal or Port Moody Police.



During a lockdown, parents will not be permitted in the building. Please assemble at the flagpole for updates.

Rally Point

If the students and staff need to evacuate HME during a police emergency, we will rally at Heritage Woods Secondary School.

Police advise us that our Rally Point should not be the same as our fire and earthquake rally

points, which is our grass field.



**If there is an emergency at HME,
please refrain from calling the school.
We will need to keep our lines open.
Check your email or website for updates.**



Heritage Mountain Elementary School

125 Ravine Drive,
Port Moody, BC
V3H 4Z1

Phone: 604-469-6407

Fax: 604-469-6417

E-mail: heritagemountain@sd43.bc.ca

Creating a Community of Learners and
Leaders



Emergency Checklist:

- Dress your child for the weather.
 - If we need to evacuate, will your child be warm as we could be outside for several hours?
- Provide the school with your latest contact information.
 - Do we have your latest phone number?
- Regularly clear your voicemail and email inboxes.
 - Are we able to leave a message for you in case of an emergency?
- Provide the school with your latest emergency release contact information.
 - We will only release your child to your designate in the event you are not able to pick up your child. We cannot release a child to someone who is not your designate.

For more information, please contact Mr. Mah
(cmah@sd43.bc.ca).

To update any of your information, please contact Mrs.
Godin (kgodin@sd43.bc.ca)