

# ALWIN HOLLAND ELEMENTARY SCHOOL

10615 – 96th Street,  
Fort St. John, B.C. V1J 3R3  
Tel: 250-785-6125 Fax: 250-785-6123



November 24<sup>th</sup>, 2016

Dear Parents/Guardians:

Subject: Safety Protocols - “Lockdown” and “Hold and Secure”

I am writing to inform parents and guardians that not only does Alwin Holland Elementary have fire drill procedures, but we also have “Lockdown” and “Hold and Secure” procedures. All of these procedures are in place so that staff and students know what to do in the unlikely event of an emergency situation. These practices follow both the Ministry of Education’s Safe Schools Initiative and our school district’s protocols.

Fire drills have been in place for many years. Lockdown drills are still relatively new, and sometimes talking about them can cause anxiety for both students and parents. We do know that having a plan for emergency situations is a good idea. We appreciate your help ensuring that your child understands the purpose of these safety drills in order to minimize stress and anxiety.

There will be a lockdown drill at the school next week, and it will take approximately 20 minutes to complete. Teachers have been and will continue reminding students what to do in a lockdown situation so that they are well prepared.

Last year the practices went extremely well, and we are confident that they will also go well this year. If you have questions or concerns, please do not hesitate to contact me, or Mrs. Hartman.

Sincerely,

Jerelyn Orcutt  
Principal