



École Secondaire
Windsor
Secondary School

931 Broadview Drive
North Vancouver,
BC, V7H 2E9
604-903-3700

October 10, 2023

Dear Windsor Parents and Guardians:

Subject: Emergency "Lockdown" Procedure and Practice Drill – Friday, October 13th 2023

The North Vancouver School District, in partnership with the North Vancouver R.C.M.P., has recently undertaken an annual review of our emergency lockdown procedures. Between September 20 and October 19, 2023, all schools in the NVSD will be conducting a practice lockdown drill, which will include the participation of all students and staff. At Windsor, we will be conducting our lockdown drill on Friday, October 13th.

In preparing this communication, we realize that even the mention of the word "lockdown" can introduce unwelcome thoughts and raise questions and concerns. In the attachment of this e-mail, please find a series of Questions & Answers to further explain what a "lockdown" means and our procedures for addressing this scenario, however unlikely, in our NVSD schools.

We realize that an actual lockdown scenario is intensely stressful for everyone involved. One of the most common reactions in parents is reaching their child by cellphone. However, as is explained in the Q & A, cellphone communication can put individuals who find themselves in a lockdown situation at greater risk. For this reason, we ask all parents for their cooperation in respecting the law enforcement directive prohibiting the use of cellphones by staff and students during a lockdown.

Both the North Vancouver School District, and our school, always recognize our collective responsibility for the safety of students and staff on our premises. While the likelihood of threatening behaviours/incidents in our schools is very, very low, we hope you will find this knowledge of our procedures to be reassuring. Please don't hesitate to discuss this information with me here at the school. Questions or concerns can also be communicated to Suzette Dohm, District Principal for Safe and Healthy Schools, via her email at sdohm@sd44.ca.

Sincerely,

Caren Hall
Vice-Principal, Windsor Secondary School