

Lord Aylmer School



Planning and Preparing for Emergencies at School 2026-2027

Dear Parent(s) and Guardian(s),

We would like to take this opportunity to review our Emergency Preparedness Plan. There are 3 major types of incidents that we prepare for.

LOCK IN

This is in the event that there is a threat to the students and staff from outside the building (e.g. bears in the school yard, chemical spill, accident)

LOCK OUT

This is in the event that there is a threat to the students and staff from inside the building (e.g. fire)

LOCK DOWN

This is in the event that there is a threat of a violent incident, i.e. a situation involving an armed individual posing immediate threat to life (i.e. has a knife, gun, explosives).

How we prepare:

- We develop Emergency Preparedness Plans for these three situations, which are reviewed multiple times a year with all staff members.
- We discuss as a staff how we will implement the drills.
- We practice these three situations as drills with the students and staff, so that everyone is prepared in the event of an emergency.

What drills are like for the staff and students:

- **LOCK IN:** this means securing the doors and restricting students' access to the yard (indoor recess). Parents/guardians may be able to pick up and drop off students at the front door, but we would be monitoring the door and keeping it locked. If there is an issue in one part of the school, it could mean that all staff and students could be in one area, like the Gym. It could also mean that we need to evacuate the building to another site (we don't practice this, but it is in the plan).
- **LOCK OUT:** this means evacuating the building as quickly as possible. The fire department comes to monitor the drill, or we pull the alarm ourselves. The staff and students evacuate the building via the nearest door and move to the meeting point, the back or side field. The principal/vice-principal checks to make sure the drill is properly executed. Attendance is taken, and either a follow up announcement or assembly is held to let the staff and students know how well they did and to remind

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them of certain points (staying calm, keep quiet, stay with class). This drill takes about 3 minutes from start to finish.

- **LOCK DOWN:** this means securing the staff and students out of any sight lines and remaining calm, quiet and hidden from view. During a drill, the teacher closes the door and locks it after checking the hallway for any students, closing the blinds, turning off the lights, and moving students out of sight. If they are in a more open area of the school, it means moving them out of sight from windows or doors with windows, so they are hidden. If students are alone (e.g. the bathroom), again they need to make sure they are hidden from view and quiet. The principal/vice-principal makes sure the drill is properly executed, and then the announcement is made that the drill is over. This drill takes about 3 minutes from start to finish. Police can be present for the drill.

Drill Schedule: One LOCK IN, three LOCK OUT, three LOCK DOWN per year

The staff at Lord Aylmer School will be discussing and practicing the Lock Down procedure in more detail in their own class. We will practice a whole school LOCK DOWN in the near future. Please take the time to review what a LOCK DOWN is with your child and reassure them that it is just a practice, but we do have to take the issue very seriously.

Procedure: In the event that there is a threat to students and personnel from within the building a LOCK DOWN will be signaled.

LOCK DOWN – Principal or designate announce on the P.A. or will yell in the hallway
“Emergency! Emergency! This is a lock down. I repeat.
Emergency! This is a lock down”.

- All cell phones **MUST** be turned off immediately
- Administrators must put their cell phones on **VIBRATE**
- Teachers and Support Staff quickly investigate the hallways; take in any students they see.
- Teachers must lock classroom doors, turn the lights off and close windows and blinds and block the entryway.
- If the Lock Down occurs during a break, students are to go to the closest room
- If the student is in the washroom, they lock the door in a stall and pull their legs up.
- Move everyone away from the doors and windows and keep the group completely silent until further notice.
- Beware of sight lines. Take cover if available. Be quiet and make classroom look empty.

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- There is to be no contact with the office unless it's to give information about a suspect/incident.
- Staff and students are to remain in a secure location. If it is a practice the principal or designate will let everyone know the drill is complete over the PA system and all doors are unlocked by trusted staff. If it is not a drill everyone stays in the secure location until the police make it clear that the Lock Down is over.

Reminders:

- During a Lock Down the FIRE ALARMS & SCHOOL BELLS should be ignored unless otherwise informed
- No one is to leave the room for any reason until the Lock Down is over
- If students and or staff are outside, they are to proceed to the closest secure location.

We will be practicing as a school within the upcoming weeks and then will schedule a practice the Gatineau Police to ensure all our procedures are in place!

Drill Schedule: One LOCK IN, three LOCK OUT, three LOCK DOWN per year. Please see below for the schedule of our upcoming Emergency Preparedness practices:

- September 21st – LOCK OUT (Fire Drill)
 - JR 9:30am
 - SR 10:45am
- September 24th – LOCK DOWN
- October 1st – LOCK IN
- October 13th – LOCK DOWN
- October 20th – LOCK OUT (Fire Drill)
 - JR 9:30am
 - SR 10:45am
- October 22nd – LOCK DOWN
- October 29th – LOCK OUT (Fire Drill)
 - JR 9:30am
 - SR 10:45am

Sincerely,

Sam Halpin

Jeremy Wouda

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