

*“Celebrating Our Diversity as Learners”*

*Ms. N. Widdess*  
*Principal*

*Ms. M. Sood*  
*Vice Principal*

November 17<sup>th</sup>, 2022

Dear Parents/Guardians,

We're writing to let you know about a safety procedure – a “hold and secure” drill.

Cook Elementary school, along with the rest of the Richmond School District, is committed to promoting Safe Schools for all students and staff. Part of that commitment is ensuring staff and students are trained and prepared to respond to any threat, minor or serious, to our school population.

Just as we practice safe procedures in case of earthquake or fire, we will now prepare for other situations that might happen in our neighbourhood (such as a broken gas line) or within our school (such as an intruder). These situations would lead us to “lockdown” the school. For the broken gas line example, we would follow Hold & Secure (Yellow) procedures – a perimeter lockdown. For an intruder, we would follow Code Red procedures - a full lockdown. These procedures have been developed with the support of law enforcement agencies and are consistent through all metro school districts.

We will have our first “hold and secure” drill on Friday, November 25<sup>th</sup> at 1:30 pm to simulate effective responses to potential safety threats. You know your child best and if you feel your child would benefit from some reassurance, please have a brief conversation with him or her before the drill.

If you have any questions about the hold and secure drill, please call Ms. Widdess or Ms. Sood at school.

Sincerely,

Ms. Widdess  
Principal

Ms. Sood  
Vice Principal