**ÉCOLE ÉLÉMENTAIRE JOHN G. DIEFENBAKER ELEMENTARY**

4511 Hermitage Drive, Richmond, B.C. V7E 4T1

Phone: (604)668-6639 E-mail: diefenbaker@sd38.bc.ca

www.diefenbaker.sd38.bc.ca

Ms. Regina Vosahlo, Principal/Directrice

Mr. Kevin Vines, Vice Principal/Directeur Adjoint

May 2, 2024

Dear Parents/Guardians,

We are writing to let you know that we will be having a school safety procedure, called the Lockdown drill next Wednesday, May 8th at 9:15 am.

Diefenbaker Elementary School, along with the rest of the Richmond School District is committed to ensuring that that our staff and students are prepared to respond to any threat to our school population.

Just as we practice safe procedures in case of earthquake or fire, we also prepare for other situations that might happen in our neighbourhoods (coyote sighting or a broken gas line) or within our school (intruder). In case of an outside threat such as a broken gas line, we would follow a Hold and Secure drill procedure which our school successfully practiced at the end of January. The school exterior/perimeter doors were locked and everyone remained inside for the duration of the drill.

In case of an intruder, we will follow the Lockdown drill procedure. Both exterior and interior doors will be locked for the duration of this drill. We will have our first Lockdown drill this year this Wednesday morning to practice effective response in case of such a threat inside our school building. These procedures are consistent throughout all metro school districts.

If you have any questions about these safety procedures, do not hesitate to contact Ms. Vosahlo or Mr. Vines.

Sincerely,

Miss Regina Vosahlo Mr. Kevin Vines

Principal Vice- principal