



ST. JOSEPH CATHOLIC SCHOOL

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Director: Dan Parr
Superintendent: Ann Sutton

Principal: Mrs. Colleen Cogghe
Secretary: Mrs. Tracy Tulloch

Home of the Saints
Board Chair: Carol Bryden
Trustee: Carol Bryden

Our Mission

Walking together in Christ's light with parish and family, we are called to build a safe and inclusive Catholic school community, and to serve as partners in the formation of life-long learners by:

- Living our faith;***
- Promoting educational achievement and innovation;***
- Fostering stewardship, leadership and social justice.***

Wednesday, January 28, 2015

Emergency Response: Lockdown Protocol

The Ministry of Education stipulates that each school board update and review its Emergency Response Protocol so there is consistency across the province in all schools in responding to crisis. The ministry also requires that each school performs a lockdown drill at least once in each school semester. Therefore, on Tuesday, February 3, 2015 a practice **lockdown** will be conducted at St. Joseph Catholic Elementary School. This will take place at 1:50 pm. Please do not plan to have your son or daughter sign in or out at this time as there will be no movement in the building and no phone calls will be permitted. The drill should last between 10 – 15 minutes. Below you will find a summary of the lockdown protocol that will be followed:

Lockdown: Response to a major incidence of threat or school violence to staff or students within the school or school area

1. Staff and students report to closest classroom or secure location.
2. Staff and students remain silent in locked classrooms and seated on the floor out of the line of site of any exterior windows until the police or administration announce the end of the lockdown.
3. Staff and students are NOT to use any cell phones during the lockdown.
4. Staff and students will disregard any fire alarm unless in immediate danger of fire or smoke.
5. Staff or students outside of the building will report to our alternate location: Sir John Moore Elementary School

If you have any questions or concerns do not hesitate to call the school.

Yours in Catholic Education,

Colleen Cogghe
Principal
St. Joseph Catholic Elementary School