



November 2023

Re: Safety precautions at Annie Foote School

The safety of all students and staff of Annie Foote is of great importance. To that end, we have been working to establish appropriate safety measures for the various situations that may occur and affect our staff and students.

Fire drills are a long-standing expectation of everyone who congregates in a setting such as a school. We are required to have a minimum of six fire drills each school year. Our students and staff treat each drill as though it was the real thing and we are very proud of their performance during those drills. Teachers keep class lists with them during all drills and attendance is always taken. Parents or other visitors are expected to evacuate the building when the fire alarm is sounded.

On Monday, November 20 with the assistance of the Calgary Police Service we will execute the first of two Lock Down drills of the year. A lock down occurs when there is a dangerous situation inside the building. The teachers and CPS instructed students regarding their role during a drill of this kind. No one is allowed to enter the building during a lockdown procedure. As part of our procedures, one long bell heard outside indicates a threat and students/parents should move away from the building, possibly evacuating to our off-site location at St. Thomas More. Three short bells heard outside means the building is secure and students/parents should enter the building.

As we continue to refine our school safety procedures, other safety precautions we have in place include:

- Locking all doors
- Walkie Talkies and/or Cell Phones – are used by teachers for communication when children are out in the school field. Note: All cell phones are turned off during lockdowns.
- School Messenger – has been established to ensure clear and swift communication with parents in the event of an emergency.
- Visitors – are expected to register at the office
- Volunteers – must complete a security clearance and wear visitor tags at all times
- Substitute Teachers – are provided with emergency information upon entering the school.
- Most staff are trained in first aid
- Teachers have thoroughly reviewed emergency plans with the children.

We appreciate your support in these very important matters.

Heather Scholz
Principal, Annie Foote School