



# Wetaskiwin Composite High School

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January 25, 2018

Dear Parents/Guardians:

This letter is written to provide information concerning today's Hold and Secure (Soft-Lockdown) of Wetaskiwin Composite High School. The school received instruction from the Superintendent's Office at approximately 8:55 AM to engage our school's Hold and Secure emergency protocol at the request of the RCMP.

The Hold and Secure Protocol includes:

1. Classroom activities continue.
2. The school building is secured by locking all exterior doors,
3. We take attendance to ensure all students and staff is accounted for and safely in a classroom under the supervision of an adult staff member.
4. Movement within the school is allowed, and students should return to their homeroom.
5. We Stay away from all exterior windows and doors (close blinds).
6. Any classes on school grounds (outside) are to return into the school immediately.
7. Any classes on fieldtrips will be contacted with alternate directions.
8. We wait for instructions from incident commander (admin).

As the safety of the students and staff at Wetaskiwin Composite High School is our primary concern, administration secured the building and ensured students and staff were accounted for, and made regular rounds of the classrooms.

Administration were given the "all clear" by the Superintendent's Office, and lifted the Hold and Secure at 9:25 AM. It is the intent of the school to debrief this incident with staff.

Rest assured that all actions were based on the priority of ensuring the safety of the students and staff.

Sincerely,

Kris Denney  
Principal, WCHS



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Kris Denney  
Principal

*Wetaskiwin Regional Public Schools*

Jeanette Simpson  
& Shawn Willmott  
Vice-Principals