



PRAIRIE SPIRIT SCHOOL DIVISION

Box 809 • 121 Collins Street
Warman SK CAN • S0K 4S0
Phone: 306-683-2800
Fax: 306-934-8221
www.spiritsd.ca

September 2, 2026

Dear Prairie Spirit families:

Re: Emergency school plans

Student and staff safety and security are our highest priority in Prairie Spirit School Division. Every Prairie Spirit school has emergency plans and procedures to help keep students and staff safe during a crisis or emergency. We ask that you review the following information and talk about this with your children. This will support our work in ensuring our schools are safe, caring, and healthy learning spaces for your children.

Schools practice emergency procedures throughout the year so students and staff know how to respond in an emergency. Regular practice helps build confidence and allows us to respond quickly if needed. We also talk with students about why these drills are important and give them opportunities to ask questions or share concerns.

In an emergency, the school administration may respond with an evacuation, hold and secure, or lockdown, depending on the nature of the situation.

- An **evacuation** requires all students and staff to leave the building in a safe and timely manner to avoid an environmental risk such as fire or a water main break.
 - Depending on the situation, students and staff may remain at a designated meeting area (muster point) until the school is declared safe to re-enter or staff may move students to a predetermined location away from the school (e.g., another school, town hall, church, etc.).
 - Each school has an identified alternate evacuation location outlined in its Emergency Response Preparedness Plan.
- A **hold and secure** is initiated when there is a serious emergency or threat occurring **outside** the school. This may include a physical threat or an environmental emergency (e.g., severe weather event, chemical spill, etc.).
 - During a hold and secure, all students and staff are moved inside the school building and all exterior doors are locked.
 - Only emergency responders and other authorized individuals may enter the building.
 - Students and staff continue with normal activities inside the building.
 - An “all clear” will be made by administration in consultation with the RCMP or local police service.
- A **lockdown** is initiated when a threat is **inside**, or in the immediate area around the school. The risk is considered significant and immediate, and staff and students must respond very quickly.
 - All classrooms and learning spaces are secured.
 - Only law enforcement is permitted access to the building until the lockdown is lifted.
 - The decision to lift a lockdown is made by the RCMP or local police service.

In a hold and secure or a lockdown, we understand that your instinct may be to come to the school. Please be assured that staff will be following safety procedures designed to keep students safe. Going to the school during a hold and secure or lockdown may jeopardize your safety and/or the safety of others.

Information will be provided through the school division's communication channels as soon as it is possible and safe to do so. Information will be provided in consultation with our police and emergency partners.

During an emergency, phone systems need to remain available for the handling of the emergency. Please do not call the school and do not call your child's cell phone. Cell phones are collected and turned off during a lockdown as a safety measure.

Students may need extra support after a lockdown or a hold and secure situation. Prairie Spirit School Division has a strong student services team available to provide counselling and other supports as needed.

We encourage you to have conversations with your child(ren) regarding safety. If you have questions regarding school emergency planning, please contact the school administration.

Sincerely,



Peggy Mattila-Bains
Learning Superintendent, Caring, Healthy and Safe Schools

Evacuation facilities event where students and staff need to leave school environmental risk, such as fire or water main break	Hold + Secure serious emergency or threat is occurring outside the school physical threat in area or severe weather	Lockdown significant threat is inside, or in immediate area, of the school significant and immediate risk requiring quick response
---	--	---