

February 2<sup>nd</sup>, 2010

Dear Parent Security Volunteers:

Re: Dry Grad – May 15<sup>th</sup> / 16<sup>th</sup>, 2010  
Site Location – Ballenas Secondary High School  
Time – Approximately 5:00pm to 5:00am

On behalf of Don Boyd, Principal, the Dry Grad Committee, the students, Estelle Brilling, Co-Chair for Security and myself...I wish to express our appreciation to each of you for volunteering to be a part of the Security Team.

The students and everyone involved is looking forward to the Dry Grad with excitement and anticipation. This moment in time will not be forgotten as the years pass. The Security Team will be working with the principal and other dry grad committee members to ensure that event is safe and free of any incident, which may cause harm to one or more individuals. It will be our job to observe and enforce the rules as directed by the school.

At this point in time I would like to advise everyone of the groundwork that has been completed to date, starting with the December 23<sup>rd</sup>, 2009 correspondence with principal Don Boyd...

23 December 23, 2009

Attn: Don Boyd, Principal

Re: Dry Grad Security

Further to our conversation on Monday, December 21<sup>st</sup>, 2009...

Thank you for taking the time to meet with me.

The following is a description of our discussion:

As discussed security responsibility for the 'security committee' begins and ends at the venue site (Ballenas High School); The Security Committee is not responsible for the parade and parade staging.

### **Dry Grad Security:**

#### Back Pack Procedure

- Students will be advised that all back packs must be received at the school at least four days prior to May 15<sup>th</sup>
- Student back packs will be stored on site until grad
- Back pack tags will include the student name, gender & change room #

- Back packs will be searched for harmful & illegal substances (i.e. No knives, cigarettes, drugs or alcohol)
- Back packs will be searched by the principal, a parent & one security person

#### Building Access – Other Than Grads & Dates

- Standard invitation will be provided by the Dry Grad Committee; along with name tags
- No early release will be permitted to any student, as directed by the principal
- An announcement will be placed in the school news letter indicating that all students are at dry grad from the beginning to the end of the Dry Grad (5:00pm? Saturday, May 15<sup>th</sup> through to until 5:00am?, Sunday, May 16<sup>th</sup>)

#### Change Rooms

- 904 & 905 for all males
- 913 & 912 for all females
- Necessary tables & chairs can be obtained from the school
- Need for mirror(s) ...we will try to acquire for student use
- Keys will be provided to security
- Suggested change room access times between 9:00pm & 1:00pm (flexible)
- Students will be reminded to bring hangers & garment bags as part of their back pack check-in
- 2008...indicated that at least 80% of all students will change during the grad evening
- Change rooms will be set up the night prior to the dry grad
- We will try to obtain a clothing rack to hang formal wear

#### Entertainment & Volunteer Parking

- Will be located in the teacher parking area...up to the fenced area between the gym & the tennis courts (see Tennis Courts below)

#### Fencing

- Fenceline Products Ltd., Parksville (Owner, Reo & Trish Webb, 250-248-3122)
- To be officially contacted in mid January (all fencing requirements to be discussed with Gary Anglin)
- Fenceline will provide delivery to the site on the Saturday morning & pick up on Sunday
- 2008 utilized 30 fences 6' high x 12' in length
- Roping for 'parent viewing area' ...we will try to borrow from a local bank or will obtain from Black & White Party rentals
- 2008...utilized grade 11 football players @ a cost of \$8.00 / hour to watch over the red carpet area for a couple of hours in the afternoon (prior to the parade arrival)

#### Fresh Air Designated Area

- To be located in the Tennis Courts
- The area will be fenced off

#### Lost & Found Area

- An area will be designated...including a box for all lost items

#### Out of bound areas

- 200 / library wing; door will be locked
- 700 wing, all doors will be locked
- 800 wing / staff room, all doors will be locked
- Weight lifting room, all doors will be locked

Note: Security will be provide with keys to these exits in care of fire

#### Parade Route & Staging Area @ Springwood Middle School

- Not the responsibility of the Security Committee

#### Parent Viewing area

- Main entrance parking lot (excluding handicap & student registered vehicle stalls (see below)

#### Red Carpet area

- My understanding is that it will be from the main entrance to the school, running the length of the wall on the exterior of rooms 901, 903, & 904.
- Parade drop off will be via the bus lane...the vehicles will travel to bus lane entrance and then head back to the red carpet area
- Once students have been dropped off, all vehicles will exit the school grounds unless pre-registered for student parking

#### Security Communications

- Walkie-Talkies might be available through Kwalicum Secondary School

#### Security Correspondence

- A memo will be disseminated to all security volunteers in late January outlining general format & expectations

#### Security Name Tags

- Gary Anglin will provide a complete list of volunteers to the school office and the school will make up the tags

#### Security People Requirement

- 2008...saw 18 volunteers on site
- We will try to have at least 20 volunteers
- Footprint Security Control Inc will be contacted for two exterior patrol personnel
- The RCMP will be contacted to request additional drive bys

#### Smoking Designate Area

- Don Boyd has a applied for a variance from the provincial government; decision pending
- If approved, to be located in a corner of the tennis court

#### Student Registered Vehicles

- Main school entrance parking lot
- 16 stalls adjacent to the 5 handicap parking stalls & the 11 stalls along the left parking lot entrance; fence will be placed at the entrance to the parking lot to ensure no further entry following parade arrival
- Valet parking will be provided for all pre-registered student vehicles
- 2008 had ten valet parked vehicles
- All students intending to park on site will require pre-registration...A registration form will be created to include the student's name, license #, telephone, address
- Security will create a box where all registered student's car keys will be kept from the time arrival until departure at the end of the evening

Note: Current designated Handicap Parking stalls will be utilized for Handicap Parking

#### Tennis Court

- Center gate, across from gym door will be unlocked for access
- All other gates will be locked
- Fencing will be required from gym door to court to create a secure pathway access without departing the grad venue

I trust I covered everything that was discussed. You may reach me at work, 250-248-3747 (Monday through Friday from 9:00am to 4:00pm) or at home 250-468-5667.

Regards,

Rosemary Blank, Security Committee Co-Chair

And subsequent correspondence at January 13<sup>th</sup>, 2010...

January 13<sup>th</sup>, 2010

Dear Don Boyd, Principal:

Re: January 12<sup>th</sup>, 2010 – Security Fencing Meeting

This e-mail confirms the following information:

As discussed the measurements for security fencing are...

- 4 twelve foot lengths of fencing – Fresh Air Area, located in the tennis courts
- 4 twelve foot lengths of fencing – Smoking Area, located in the tennis courts
- 8 twelve foot lengths of fencing – Gym to tennis court (40 feet in length x 2)

- 3 twelve foot lengths of fencing (*four feet in height*) – Parent Viewing Area A, School building corner to the bus lane (20 feet in length)
- 17 twelve foot lengths of fencing – Parent Viewing Area B, Red Carpet area, main school entrance to the road (200 feet in length)

As discussed the areas requiring barricades, four sets of thirty feet are...

- To block access to the teacher's parking lot (to be utilized by entertainment & volunteers)
- To block access to main student parking lot
- Following red carpet arrival, to block bus lane entrance and exit

Gary Anglin will make arrangement for the traffic barricades.

Fencing will be provided free of charge by Fenceline Products Ltd., Parksville; Owners Reo & Trish Webb, 250-248-3122.

I spoke with Trish Webb this afternoon and advised her of our current above requirements and indicated that the Dry Grad Committee would be meeting again next Wednesday to discuss all issues including fencing concerns. On behalf of you, the Dry Grad Committee and the students, I have again expressed our verbal appreciation for their donation of the fencing and their assistance.

She & I discussed the fencing and it's attributes...

- All fencing is 6 feet high x twelve feet long; chain-link
- They do *not* currently have four foot high fencing
- Because it is chain-link, she indicated that parent viewing will be obstructed and there will be difficulty in taking pictures.
- KSS has contacted them as well looking for a four foot high fence to deal with crowd control at their red carpet area
- She has suggested that we would probably be better off utilizing 200 feet of traffic control barriers and two or three security personnel along the barrier line to accommodate parent viewing.

I have consulted with Estelle Brilling, Security Co-Chair and she and I agree with Trish Webb regarding the viewing obstructions created by a six-foot high chain-link fence. We feel we owe it to the parents to investigate other alternatives.

Your comments and recommendations would be greatly appreciated.

Thank you.

Rosemary Blank  
Dry Grad Security Co-Chair

And follow-up to the January 20<sup>th</sup>, 2010 Dry Grad Executive Meeting...

**Fencing:**

- With regards to fencing requirements for the 'red carpet' / 'parent viewing' area...We will not be utilizing the twelve foot high chain link fencing for this area, rather it was mutually agreed that the area will be roped off. Gary Anglin, Dry Grad Committee Co-Chair will obtain the rope required for this area.

**Change Rooms:**

- Also, Michelle, Dry Grad Committee Co-Chair suggested that we should contact Pat at the Bargain Shop in Wembley Mall to try and secure clothing racks for the change rooms.
- There also may be three clothing racks in the BSS theatre...we need to confirm

**Security T-Shirts:**

- There are twenty "Security" T-shirts; currently stored at Estelle Brilling's home which will be worn by all security volunteers

We will need to set up a meeting closer to May 15<sup>th</sup> to review all security issues and procedures. Probably this meeting won't take place until late March. It would be helpful in planning a date if we knew what weekday evening works best for everyone. Arrangements will be made to have the meeting at the school.

Also, we are still looking for security volunteers. If you know of anyone who might be interested, please have him or her contact either Estelle Brilling (250-248-4591 or e-mail) or myself (250-468-5667 or e-mail). Kindly confirm you are still planning to volunteer in this capacity. Thank you all again. We will continue to keep you informed.

Estelle Brilling, Security Co-Chair  
Rosemary Blank, Security Co-Chair

**Distribution:**

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