



MORRINSVILLE

Intermediate School

Kia U Ki Te Pai Whatever You Do, Let It Be Your Best

LETTER FOR PARENTS AFTER LOCKDOWN EXERCISE

Dear Parents/Caregivers and Whānau,

Today on *Friday 17th May*, we practised our emergency procedures under the guidance of Harrison Tew[®], who specialise in emergency management planning for schools and educational facilities (as advised in our Week 1 newsletter).

The procedures we follow allow us to respond safely and quickly to a range of situations.

We are pleased to inform you that our practice today went very well with our students responding safely and calmly. In the event of a real emergency the following communication will occur:

1. Our website will be updated regularly to keep you informed of the situation; this will be the main source of information
2. An emergency text notification will be sent out to all parents/caregivers (using the phone numbers in our database; please ensure your numbers are always kept updated)
3. A Facebook post will be made
4. A school-wide email will be sent to all parents/caregivers (using the information in our database; please keep us updated if your details change)

During the year we will continue to practise our emergency procedure exercises to ensure all staff and students remain familiar with them.

Should you become aware of a lockdown or an evacuation at the school, can I please ask that you do not come onto the school site or try to phone us, as we will not be able to respond. Your presence or contact may make it more difficult for us or the emergency services to manage a situation.

Any information pertaining to an emergency occurring at the school will be updated on our website as regularly as possible.

We believe that it is important that we conduct regular practices for lockdowns and evacuations so that we can all be well prepared and familiar with our procedures should an emergency occur.

We thank you for your support.

Kind regards,

Jenny Clark

Principal