

Dear Elim Whānau,

Today, on Friday 10 February, we practised our emergency procedures under the guidance of Harrison Tew<sup>®</sup>, who specialise in emergency management planning for schools and educational facilities.

As part of maintaining our emergency procedures in our school, specialised training has been conducted with our senior leadership and staff by Harrison Tew<sup>®</sup>.

The students also received information on how to respond in an emergency directed at their respective age groups from either their teacher or Harrison Tew<sup>®</sup>.

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.

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 attend the school or phone, as we will not be able to respond. Your presence or contact may make it more difficult for us or for 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.

Tania Calvert

Deputy Principal