



School Lockdown Drill

Dear Parents/Caregivers

Over several years, our school has been working with an independent company, *Harrison Tew*[®], who specialise in emergency management planning for schools. The procedures developed allow us to respond safely and quickly to a range of circumstances.

As part of the implementation of the emergency procedures into our school, *Harrison Tew*[®] will offer specialised training for the senior leadership and our staff. The students will also receive training according to their age groups. The training consists of a low key, but detailed approach to potential threats and has been successfully implemented in many schools throughout New Zealand.

After the training, we will have a lock down drill under the guidance and support of *Harrison Tew*[®] to practise what we have learnt during the training.

The drill will be as real-life as possible and will be on ***Monday 8 April between 12noon and 1pm***. Parents/families will receive notification by way of email. The information passed will emphasise that this is a drill/practice, explaining that all updated information will then be posted on the school website.

Prior to this occurring, can I please remind all parents and caregivers to ensure your contact details (mobile phone numbers and email addresses) are **current** as this will be our communication with you, should an emergency occur at the school. Please email office@sanctamariaprimary.school.nz.

In a genuine incident, should you hear of a lock down or evacuation at the school, can I please ask that you **do not go to the school or phone**, as we will not be in a position to respond. Your presence at or contact with the school may make it more difficult for us to manage the situation and could potentially place your children and in fact yourselves at risk.

We thank you for your support.

Gina Benade
Principal