

**ST JOSEPH'S SCHOOL OTAHUHU**

**LETTER FOR PARENTS AFTER LOCKDOWN EXERCISE**

Friday 1 June 2018

Dear Parents

St Joseph's School has been working with an independent company, Harrison Tew<sup>®</sup>, who specialise in Emergency Management Plans for schools and educational facilities. The procedures implemented allow us to respond safely and quickly to a range of circumstances.

Our entire school including our students, have all participated in training sessions and the response and interaction was very positive.

Today on the 1 June 2018 we conducted a school-wide lockdown exercise under the guidance of Harrison Tew<sup>®</sup>. We are pleased to inform you that our students responded safely, maturely and with a nature of controlled urgency.

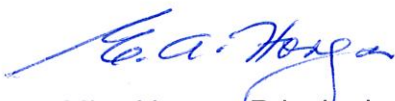
The lockdown is now a part of our emergency procedures. We will be implementing emergency protocol exercises each term to ensure all staff and students remain familiar with our processes.

Should you hear of a lock down or 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 the emergency services to manage a situation.

Any information pertaining to an emergency occurring at the school will be updated on our school website as regularly as possible. [www.stjosephsotahuhu.school.nz](http://www.stjosephsotahuhu.school.nz). We will update the website when we can, to give information and updates on what is occurring at the school.

We believe that these procedures that we conduct for lock downs and evacuations should be deemed in a positive light, as it places us in excellent stead should one occur. It is important that we practice these, as we don't want our first lock down to be the real one.

We thank you for your support.



Miss Horgan Principal

Please note that if any parents were on the school site at the time of a LOCKDOWN practice you would be required to GO IMMEDIATELY to the SPORTS SHED by the Adventure playground

*On a personal note I want to congratulate all the children on their wonderful response today. They did exactly what was required of them, which of course is ESSENTIAL in a real emergency. I also want to specially thank the Staff who were fantastic in ensuring their children were safe and for the magnificent job of the Admin Staff ( Whaea Michelle and Mrs Burns) and the Senior Staff Miss Franich and Mrs West. Julia from Harrison Tew Company was 'blown away' at the way in which everyone responded and said that St Joseph's was the best school they had conducted a practice drill with out of over 300 schools! We will continue to do these practice drills on a regular basis so that in the unlikely event of a real emergency you can be assured that very strong procedures are in place to keep your children safe,*