



## **IMPORTANT NOTICE**

Wednesday 4<sup>th</sup> September, 2019

### **Evacuation Pick up Drill**

Dear Parents

On **Friday 20<sup>th</sup> September**, we will be holding an Evacuation Pick up Drill. This will begin at 12.30pm. We will send you an alert, an email and a text message asking you or your emergency contact to come and collect your child/children **from school**. This drill is to allow us to check our notification systems and all your emergency details. Children will be in their classrooms until you or your emergency contact arrive to collect them.

In the case of a major earthquake we would evacuate the school immediately as per our Emergency procedures and you would then collect your children from our meeting point in Dowse Drive.

No child will be allowed to leave the school grounds without being signed out by either Mrs Whalen or myself. Kakapo students will be in the library so you won't have to go down to their classroom. **You must leave via the office and be signed out.**

Please ensure that the person/persons you have named as emergency contacts for your family knows that you have named them.

Please make sure that any changes to addresses, emails, phone numbers or emergency contacts are given to the school. If you have not yet sent your child's emergency pack to school could you please do this as soon as possible.

God bless

Liz Heatley

Principal