

## Stanhope Primary School

Dear families,

We want to let you know about our school's emergency management plan. Our school plans for a range of hazards, such as bush or grassfire, severe weather, medical emergencies, building fires, intruders, etc. We develop specific response procedures to address these risks.

We also conduct drills regularly, ensuring that our core procedures of on-site and off-site evacuation, sheltering-in-place, and lockdown/lockouts are well-rehearsed and understood by staff and students.

If we enact our emergency management plan, we will notify you by any of the available means at the time, including text messages, uEducateUs, and Facebook, with updates on our actions. If there is anything we need you to do, we will let you know. Phone lines will need to be kept clear during any such emergency, so we ask families to cooperate with us in this matter.

During emergencies, we will work with emergency services and the Department of Education for safety advice and support. Please know that keeping our students and staff safe is our top priority.

Yours sincerely,

Acting Principal,

Fiona Wallace