



MAYFLOWER PRIMARY SCHOOL

200, ANG MO KIO AVENUE 5

SINGAPORE 569878

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12 July 2018

Notification: 057/2018

Dear Parents/Guardian,

SCHOOL EMERGENCY PREPAREDNESS EXERCISE (II) - LOCKDOWN DRILL

The safety and welfare of our students and staff are our highest priority at Mayflower Primary School. In order to maintain a safe environment for our students, it is necessary that we practise our emergency and crisis response plans by having drills designed to exercise our procedures. We practise safety drills at least twice a year to help our students and staff know their important roles in an emergency and improve our response skills.

Our school will be conducting a lockdown drill (anti-terror drill) on **Thursday 19 July 2018 during curriculum hours**. During a lockdown drill, teachers will lock their classroom doors and turn off the lights and fans. Students will move quietly to a safe corner of the room, and then sit on the floor against a wall, where they are not visible from the windows or doors. The teacher will stay with the students and help them remain quiet and calm. The drill will last approximately 30 minutes. The administrative team will make a quick check that all classrooms and exterior doors are locked and secured throughout the building and every student and staff, who are present for the day, are accounted for and safe. After the entire building has been checked, an "All Clear" announcement will be made, and students will then resume normal lessons and activities in their classrooms.

To ensure everyone remains safe, no one will be allowed to enter or leave the building during the drill unless it is an emergency. We seek your cooperation and understanding on this matter.

We would appreciate your assistance if you could take time to reinforce in your child the importance of safety and emergency preparedness, not only in the context of school but also as a nation that every Singaporean should be vigilant and be prepared for any emergency.

For clarifications, please contact Mdm Thilagamani, Vice Principal, at 6452 0849.

Thank you.

Yours sincerely,

Mrs Lim-Chua Siow Ling
Principal

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