



# Eardley Elementary School

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February 16<sup>th</sup>, 2021

Dear Parent(s) & Guardian(s),

This memo is to inform you that our fire alarm went off accidentally today during noon hour. We quickly evacuated the building and followed our Emergency Preparedness Plan; this resulted in the Gatineau Fire Department coming to our school. Please note that all students and staff are safe as it was a false alarm. Nonetheless, it did allow for a much needed practice and highlighted areas for growth. That being said, we as a school will be practicing our Emergency Preparedness procedures in the near future: Fire Drill (Lock Out), Code Red (Lock Down) and Lock In. Please see the attached information letter detailing our emergency practices.

I am available to discuss should you have any questions or concerns.

Thank you,

Samantha Halpin