



(founded in 1957)
School of the De La Salle Brothers

ST. STEPHEN'S SCHOOL

20 SIGLAP VIEW SINGAPORE 455789

TEL : 6241 9513

FAX : 6442 2576

Ref: 49/2018

15th August 2018

Dear Parents / Guardian

ST STEPHEN' SCHOOL EMERGENCY EXERCISE

1. We wish to inform you that our School will be conducting an emergency exercise on **Wednesday, 29 August 2018 between 9am to 12pm**. This emergency exercise aims to train the staff and students to be prepared for any emergency in the school premises and to be familiar with the safety and evacuation procedures.
2. This emergency exercise is a collaborative effort between the School, the Ministry of Education's Security and Emergency Planning Office (SEMPO) and the Singapore Police Force (SPF). Therefore, there will be ambulances and police cars entering the School. We seek your understanding should you be turned away from the School during the period of the exercise.
3. We appreciate if you could take time to reinforce our teaching on the importance of safety with your child, not only in the context of the School but also as a nation that every Singaporean should be vigilant to be prepared for any emergency.
4. We seek your assistance to ensure that your child has a good breakfast in the morning before coming to School. We will provide your child with bread and water should the exercise stretch over the recess time.
5. If you need further clarifications, please contact the School Administration Manager **Mr Tan Yong Seng at 62419513**
6. Please take note that students will be dismissed at the usual time of 1.30pm on the day of the exercise.

Yours sincerely,


Mr Thomas Koh
Principal