# Emergency Rehearsal Letter

<INSERT LOGO>

Dear <INSERT NAME>

I am writing to let you know we will be holding a practice emergency drill at <INSERT TIME> on <INSERT DAY> the <INSERT DATE and YEAR>.

It is a requirement under the Early Childhood Regulations that we rehearse our responses to potential emergency situations at least once every three months.

Everyone present at the service, including all children and adults, are required to participate in the rehearsal so they become familiar and comfortable with the procedure and we can identify areas for improvement.

We take the safety of our children, employees and visitors very seriously, and welcome any feedback you may have on our emergency procedures.

As always, please don’t hesitate to contact me if you have any questions.

Kind Regards

<insert name of Nominated Supervisor>

Nominated Supervisor

Ph <insert number>

<insert date>