

The Berkeley Institute



26 Berkeley Rd., Pembroke HM 07
P.O. Box HM 2704
Hamilton HM KX
Bermuda

Telephone Main: (441) 292-4752
Fax: (441) 295-5646
E-mail: webmail@berkeley.bm
Website: www.berkeley.bm

February 26, 2018

Dear Parent/Guardian,

As part of the school's Emergency Response Plan, an Emergency Lockdown Drill was conducted this morning. Lockdown procedures are important, and practice drills enable us to minimize disruption to the learning environment while ensuring the safety of students and staff.

Discussions of the drill procedures were previously held in assemblies and in each advisory class, and we are happy to report that students followed those procedures this morning. Students may decide to share their experience with you. Please take time to discuss the importance of the drills with your son/daughter.

We have conducted fire drills throughout the year and plan to conduct additional lockdown drills. Thank you for your support as we proactively plan to ensure a safe learning environment for all.

Kind Regards,

A handwritten signature in black ink, appearing to be 'Keisha L. Douglas', written over a horizontal line.

Keisha L. Douglas
Principal