

Letter to the school

Request for building safety information

To,

Date: _____

The Principal

School: _____

Address, city: _____

Subject: Request for information on building safety and emergency preparedness

Respected Sir or Madam,

I am the parent of

Child's name: _____ Class: _____ Section: _____

studying in your school. Like every parent, I want to be sure that my child is in a safe place, and I would be grateful for your help in understanding what is in place.

I understand that the NDMA School Safety Policy (2016) and the Supreme Court's 2009 order on school safety expect schools to have their buildings checked, to hold regular drills and to keep the right safety papers. Could you kindly share these, or let me see them on a day that suits you?

- ❶ The building's structural-safety (stability) certificate, with the date it was issued and the name of the engineer or authority who issued it, and the building permission or occupancy certificate.
- ❷ The fire NOC or fire-safety certificate, with its validity date, or a short note on why one is not required for the building.
- ❸ The date of the last fire or evacuation drill, and the date planned for the next one.
- ❹ The date of the last building safety audit (structure, fire and electrical), who carried it out, and whether the repairs advised have been completed.
- ❺ The name of the teacher or staff member who is the school's contact for safety matters.

I would be glad to attend a drill, or to help the school in any way the management finds useful. A reply by the date below would be much appreciated.

Reply requested by: _____

Thank you for your time and for caring for our children.

Yours sincerely,

Parent's name: _____

Phone: _____

Signature: _____

Keep a copy. Ask the school office to stamp and sign your copy as received.

Received by the school

Name: _____

Date and stamp: _____