

EMERGENCY PREPAREDNESS LETTER TO PARENTS - SCHOOL EMERGENCIES

SCHOOL DISTRICT NO. 62 (SOOKE)

Dear Parents/Guardians:

Our school is developing an emergency preparedness plan to help ensure the safety and well-being of your child(ren) and staff in the event of an emergency affecting the normal operation of the school. This plan includes procedures relating to fire, threats to the school, violent incidents, school bus accidents, severe weather, earthquake, hazardous spills, pandemics, abduction and incidents on field trips.

In the event of an emergency requiring the closure of school, these procedures will be followed:

- Students will only be allowed to leave with adults authorized on the Student Emergency Release Forms in our files.
- All authorized adults who come to pick up students must ensure that they report to the Parent Check In/Student Release Area. Children will be signed out here.
- Do not directly seek out your child(ren) as school staff has established routines for their orderly release (following calm, orderly procedures will help all children feel less frightened).
- If you are unable to reach the school, contact your authorized emergency contact to collect your child(ren). Do not call the school as telephone lines must remain open for emergency calls.
- If the school is in Lockdown, do not call students on personal cell phones.
- Do not drive immediately to the school as school access routes and street entrances must remain clear for emergency vehicles. Also, in some instances, it may be necessary for staff and students to be evacuated to an Emergency Social Services Reception Center, and you may need to pick up your child(ren) there. Listen to local media or check the school or District website for updates.
- Any emergency instructions regarding the status of students at a district school will be broadcast on local radio stations – CFAX 1070AM in particular. Please also check the District website for updates: www.sd62.bc.ca.

It is critical that we have your instructions regarding the release of your child(ren) if you are unable to reach the school should an emergency occur that affects the normal operation of the school. Please complete the Emergency Release Form and return it to your child's teacher as soon as possible. Please discuss this information and your family emergency plan with your child(ren).

Yours respectfully,
Lisa Leclerc