**ADVICE FOR PARENTS  -  SCHOOL EMERGENCIES**

1.    **PREPARE YOUR CHILD**.  Children who are prepared experience less fear and hysteria.  Let your child know who can make the pickup at school if you are unable to do so.  Reassure your child that he/she will be cared for until you arrive.

2.    **KEEP YOUR CHILD’S EMERGENCY CONTACT FORM UP-TO-DATE**.   The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Emergency Release form. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.

3.    **REMAIN CALM.** Your child is probably safer at school in the event of a disaster.School personnel are certified in CPR, First Aid and Emergency Preparedness.  In the event of a disaster, school staff will ensure that your child is cared for.

4.    **DO NOT CALL THE SCHOOL AND TIE UP THE SCHOOL PHONE.**  Use the designated hotline for a recorded message.  Phone lines will be needed for emergency communications.

5.    **WALK FROM YOUR HOME, IF POSSIBLE.** Leave the streets free for emergency vehicles.  You may get to school faster by foot or bicycle.

6.    **PARK ONLY IN AREAS DESIGNATED FOR PARENTS.**  Leave adequate room for emergency vehicles to park and turn around.

7.    **DO NOT ATTEMPT TO PICK UP YOUR CHILD DIRECTLY FROM THE STUDENT ASSEMBLY AREA**.  Parents and authorized adults must report to the Parent Check In/Student Release Area

8.    **BRING A PHOTO ID WITH YOU TO THE PARENT CHECK IN/STUDENT RELEASE AREA.**   Students will only be released to their parents or to an adult designated on the Student’s Emergency Release Form.

9.    **PICK UP ALL STUDENTS FOR WHOM YOU ARE AUTHORIZED**.

10. **SIGN OUT AT THE PARENT CHECK IN/STUDENT RELEASE AREA.**   The staff will locate and bring your child to you.  No student will be released without a parent signature, noting time of release, destination and phone number.

11. **LEAVE THE CAMPUS IMMEDIATELY AFTER BEING REUNITED WITH THE STUDENT.**

12. **KEEP EMERGENCY SUPPLIES IN YOUR CAR**, including comfortable walking shoes, water and warm jackets.

**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, pandemic, 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](http://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,

Principal