

APPENDIX J

STUDENT EMERGENCY RELEASE TEMPLATES

- J-1 SAMPLE ELEMENTARY SCHOOL LETTER TO PARENTS
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ELEMENTARY SCHOOL STUDENT EMERGENCY RELEASE

ਇਹ ਇੱਕ ਜ਼ਰੂਰੀ ਸੂਚਨਾ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਣ ਵਾਲੇ ਕਿਸੇ ਵਿਅਕਤੀ ਨੂੰ ਆਖੋ ਕਿ ਉਹ ਇਹ ਜਾਣਕਾਰੀ ਆਪ ਨੂੰ ਪੜ੍ਹਕੇ ਸੁਣਾਏ

這是一份重要的通知。請找一位懂英語的人士協助將以下內容翻譯給您。

Important Parent Notice: Please Read Carefully

In an ongoing effort to provide for our students' safety and well-being, in the event of an emergency, _____ Elementary is taking strong steps to ensure all students are kept as safe as possible and requires that parents and families understand the school's emergency procedures.

In the event of an earthquake, the school's emergency earthquake drill will be enacted. This will require students to follow all emergency procedures including drop, cover and hold, orderly evacuation, and remaining at the school under direct supervision of school staff.

Students will only be released to their parent, temporary guardian or older sibling (must be older than 19 years of age), who must first have reported to the school and signed out their child into their care. Students will be kept at the school under supervision of school staff until the child is signed out.

In order for the school to follow these procedures, parents must first provide the necessary information on **Parent Connect** as follows:

- In the "Basic" screen, click on the blue Emergency/Out of Province button (top right side of screen) and fill in the names, addresses and telephone numbers of temporary guardians (list no more than three) and out-of-province contact.
- In the event of an earthquake, school building fire or other serious occurrence resulting in school closure during the school day, and you are unable to collect your child(ren) from school, you authorize the release of your child(ren) into the custody of these temporary guardians. These names could be, but are not necessarily, the same as the Emergency Contacts on the Basic screen, and they should reside within walking distance to our school.
- The out-of-province contact would be used if normal telephone service is disrupted, only long distance calls to areas unaffected by the disaster are possible and it is necessary to leave a message regarding your children's condition or whereabouts. This person can be outside of Canada. If you do not have a contact out of province someone within B.C. but long distance could be used.
- Once you have reviewed/revised the information for this child please click on "Emergency Release information up to date - YES".

Parents can update all of the above information as it changes throughout the year on **Parent Connect**. Please notify the office IMMEDIATELY if there is any change to your child's medical alert information.

If you are unable to access Parent Connect through the internet, please complete the attached form and return it to the school office as soon as possible.

ELEMENTARY SCHOOL STUDENT EMERGENCY RELEASE FORM

**PLEASE COMPLETE AND RETURN THIS FORM TO YOUR SCHOOL
BY NO LATER THAN**

To be completed by parent – please print legibly:

SCHOOL: _____

SCHOOL YEAR: _____

In the event of an earthquake, school building fire or other serious occurrence resulting in school closure during the school day, and I am unable to collect my child(ren) from school,

I, _____, Parent/Legal Guardian of:

Name(s) of _____	Grade _____	Div. _____
Child(ren) _____	Grade _____	Div. _____
_____	Grade _____	Div. _____

request that my child(ren) remain at school, and authorize their release into the custody of the following temporary guardians: *(must be 19 years of age or older, please provide at least three names)*

	Name	Address	Telephone
1			
2			
3			

I fully realize that during a serious occurrence resulting in school closure, my child(ren) will not be released from school to another adult unless authorized by myself; and that on the release of my child(ren), a record shall be kept at the school of the name of their temporary guardian, time of release and expected destination.

Signature

Date

The following is the Out-of-Province contact name and telephone number to be used if normal telephone service is disrupted, only long distance calls to areas unaffected by the disaster are possible, and it is necessary to leave a message regarding your children’s condition or whereabouts.

Name	City, Province	Telephone

MEDICAL ALERT If your child requires medication or has a medical condition that requires special attention, please provide details below. It will be necessary for the school to have a 48-hour supply of any essential medication. Please note that a more detailed “Medical Alert Form should also be completed and filed with the school (per District Policy 1141).

SECONDARY SCHOOL STUDENT EMERGENCY RELEASE

ਇਹ ਇੱਕ ਜ਼ਰੂਰੀ ਸੂਚਨਾ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਅੰਗਰੇਜ਼ੀ ਪੜ੍ਹਣ ਵਾਲੇ ਕਿਸੇ ਵਿਅਕਤੀ ਨੂੰ ਆਖੋ ਕਿ ਉਹ ਇਹ ਜਾਣਕਾਰੀ ਆਪ ਨੂੰ ਪੜ੍ਹਕੇ ਸੁਣਾਏ

這是一份重要的通知。請找一位懂英語的人士協助將以下內容翻譯給您。

Important Parent Notice: Please read carefully

In an ongoing effort to provide for our students' safety and well-being, in the event of an emergency, [school name] Secondary is taking strong steps to ensure all students are kept as safe as possible and requires that parents and families understand the school's emergency procedures.

In the event of an earthquake, the school's emergency earthquake drill will be enacted. This will require students to follow all emergency procedures including duck and cover, orderly evacuation and remaining at the school under direct supervision of school staff.

Local Emergency Services will then indicate the next steps ensuring the safety of all members of the community including students and staff at the school. As a result, in the early stages of such an event, all students will remain at the school under adult supervision.

Student Release

Only after local Emergency Services have indicated that the school may begin to release students, will students be allowed to leave the school site. Students will be released in the following order:

1. Parent or **Emergency Release Designate**, listed on [Parent Connect](#) must first have reported to the school and signed out their child into their care. Students in this category will be kept at the school under supervision of school staff until the child is signed out.
2. Students released under their own care only when Emergency Personnel are confident that such a level of release will not impact concurrent operations and response activity in the area and the surrounding community is safe to do so. Prior indication must be given by parents in order for students to be released under their own care (see below).

In other words, students are best looked after at the school until given the "all clear" by the community emergency services. Once sufficient numbers of students have been dispersed into the community under Priority 1 above, students under Priority 2 above will be released starting with senior students.

In order for the school to follow these procedures, parents must respond to the web form response section on Parent Connect and indicate ONE of the following responses:

- DO NOT RELEASE - If you request that your child be released into the custody of a designated emergency release person.**

By indicating this response on the web based form, you are requesting that your child remain at school, only to be released into the custody of the **emergency release designate** listed on Parent Connect. It should be noted that the emergency release listed should reside within walking distance to our school. You are acknowledging that the emergency release information has been verified and the emergency release is aware of their responsibility. You are confirming that you understand that the school district will make every effort to comply with the above request and that it will keep a record at the school of the name of the emergency release designate in whose custody your child is being released as well as the release time and expected destination.

OR

- RELEASE - If you authorize your child to be released on their own accord**

By indicating this response on the web based form, you are authorizing the release of your son/daughter on their own accord provided there is no local authority (e.g. fire/police) instructing otherwise. You are confirming that you realize that accidents can occur with or without any fault on either the part of the

student, or the school board or its employees or agents, or the facility where the emergency activity is taking place. By allowing your son/daughter to leave the school site, you are accepting the risk of an accident occurring.

The response indicated will remain in effect for the time period your child attends [school name] Secondary. If at any time you wish to change your response please contact the school office at 604-XXX-XXXX.

We also ask that you update the out of province contact section (should normal telephone service be disrupted; only long distance calls to areas unaffected by the disaster may be possible). Parents can update all of this information as it changes throughout the year on [Parent Connect](#). Please notify the office IMMEDIATELY if there is any change to your child's medical alert information.

26 WEEKS TO FAMILY EMERGENCY PREPAREDNESS

WEEK	ACTION TO TAKE
1	Get a portable container with a lid to use as an emergency kit. A plastic storage bin or garbage can works well, particularly one with wheels. Choose an accessible location for the container near an exit, and label the container. Make sure all family members know what it will be used for and where it is.
2	Stock your kit with a three-day supply of water , and don't forget to include water for your pets. You need four litres of water per person per day - two for drinking and two for food preparation and hygiene.
3	Arrange an out-of-area phone contact person, and keep this and other emergency phone numbers near each telephone. Teach each family member these numbers.
4	Stock your kit with several varieties of canned meat and dried fruit. Include a manual can opener.
5	Get a portable radio and extra batteries for your emergency kit.
6	Learn about hazards. Find out what the hazards are in your community, and do a home hazard hunt to make your home safer. Secure appliances and heavy furniture, and move beds away from heavy mirrors and windows.
7	Give every family member specific safety tasks to do in an emergency. For example, designate one person to be in charge of turning off electricity, one to collect the emergency container, one to take charge of any pets, etc. Add granola bars to your kit.
8	Identify safe places in your home and on your property. Plan and practise evacuation drills using two different escape routes from each room. Add containers of juice or juice crystals to your kit.
9	Stock your kit with both large and medium-sized plastic garbage bags (orange or yellow make good visible signals). Large bags can also be used as ponchos, ground covers or blankets. Add plastic or paper dishes .
10	Identify a family meeting place away from home but close to your regular spots (between work and home or school). Add some books, toys and cards to your kit.
11	Add a flashlight and extra batteries , along with candles and waterproof matches.
12	Add some dried soups and crackers to your emergency kit.
13	Check your insurance policies and make records of your possessions.
14	Prepare a first-aid kit that includes extra prescription medication, extra eyeglasses, bandages, sterile gauze pads, tape, scissors, tweezers, antibiotic ointment, hydrogen peroxide and over-the-counter pain pills.
15	Add a change of clothing for each family member to your kit. Be sure to include warm clothing, heavy work gloves and sturdy shoes.
16	Add some canned food like stews, baked beans and vegetables to your kit.
17	Enrol a family member in a first-aid course.
18	Add personal toiletry items like toilet paper, handi-wipes, soap, detergent, toothbrush, toothpaste, comb, sanitary supplies, etc. to your emergency kit.
19	Add evaporated canned or powdered milk and cereal to your kit.
20	If needed, include infant supplies including disposable diapers, disposable bottles, formula, etc. to your emergency kit.
21	Get a large bucket with a tight-fitting lid to use as a toilet, and put it with your emergency kit. Use the bucket to store other emergency tools like an axe, a folding shovel and rope.
22	Add some freeze-dried or foil pouch food products like meats, soups, vegetables and stews.
23	Add a pocket knife (Swiss army style), cutlery , a whistle and spare set of house and car keys to your container.
24	Keep a leash or pet carrier near your kit and add a three-day supply of pet food .
25	Add sleeping bags or blankets to your kit along with water purification tablets .
26	Assemble important documents like wills, insurance papers, medical records, inventory of possessions, identification, etc. in a fireproof/waterproof container. Add a family photo album to your emergency kit.

Now you and your family are personally prepared for any emergency.

Once your emergency kit is assembled and your emergency plan is in place, don't forget to rotate and replace items as they expire. And most important, practise your plan and update it as your family's needs change.