



**Mountain Meadows Elementary
999 Noons Creek Drive
Port Moody**

School Emergency Preparedness Update

Dear Parents/Guardians:

As you are aware, last year, School District No. 43 (Coquitlam) updated the district's emergency awareness program. As part of the district update and in conjunction with Emergency Preparedness Week in BC that will occur next spring, our school will be participating in an **Emergency Student Release Practice** later on in the year.

It is important that you fill out the Emergency Student Release form as students will be released from the school to an authorized adult, as listed on the **Student Identification Emergency Release Form**. This form will be sent home soon, and it should be sent back by the end of October 2008. Please be aware that other than for student parents/guardians, students can only be released to those persons identified as "alternates" on the Student Identification Emergency Release form which is completed each year by parents. If there are changes in your contact or alternate information during the year, please call the school office at 469-2238 to have your form updated. Also, if your child attends a daycare, make sure that the daycare is listed as an alternate on the release form.

If an earthquake should occur, please do not drive to the school. The **Student Release Area is located on the back field** if everything goes well. However, there are cases where we may have to use an alternate evacuation area. The current evacuation area is the back field; the first alternate area is the school parking lot; the second alternate area is Cypress Place cul-de-sac. Staff and parent volunteers will be able to assist you when you arrive at the evacuation area. If you are unable to attend, please ask your alternate (as specified on the **Student Identification Emergency Release Form**) to pick up your child from one of the three aforementioned places. The alternates must bring picture identification.

Our student earthquake procedure includes:

1. Drop, cover and hold (counting to 60 while under a desk if possible)
2. Taking a safe route outside
3. Meeting at EQ area – back field beside buddy class, then taking attendance
4. Passing out Student Emergency Release forms to students to place around neck
5. Gr. 5 EQ team setting up tarps and other emergency areas
6. Teacher Function Teams – do whatever is required
7. Student Release

Just a reminder: If we should ever have to release the whole school, you should expect delays. We remind you that your alternate, or you, should **walk to school** in the event of a real emergency, as there may be heavy traffic congestion, and the main roads are necessary for emergency vehicles. Your patience and cooperation through these procedures will be much appreciated.

If you have any questions please contact the school at **604-469-2238**.

Sincerely,

Stephen Wiles - Principal