



School Emergency Preparedness Information

Learning for a Lifetime

Serving the communities of Anmore, Belcarra, Coquitlam, Port Coquitlam and Port Moody

IMPORTANT EMERGENCY PREPARATION INFORMATION FOR STUDENTS & THEIR FAMILIES

Please read the following information and talk to your child to ensure that you and your family respond appropriately and effectively to an emergency situation at the school.

Your informed and measured response will help the school to manage the emergency effectively and will assist the student release procedures that your school has put in place.

STUDENT RELEASE PROCEDURES

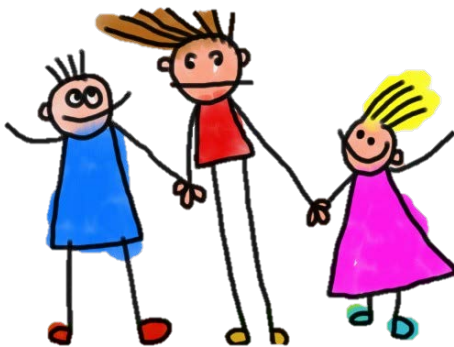
In case of an incident at the school or in the community, it may be required to release students to parents/ guardians from the school or school grounds or move students from the school area to an alternate location for release. These are the procedures for our school: Harbour View Elementary

1. Students will be released from the school, outdoor evacuation area or alternate location subject to the situation.
2. If we need to move from the school grounds, we will relocate to:

Alternate Location #1: Banting Middle School

Alternate Location #2: Centennial Secondary School

3. The school and school district will communicate with parents on information about picking up their child via email when possible, and school/district websites.



WHAT IS STUDENT RELEASE?

In the event of an earthquake or other necessary situation, the school will implement a controlled release of students for their safety and wellbeing.

Should this be necessary, the school will only release your child to **an authorized adult** as identified on your “Student Identification Emergency Release Form”, or if necessary, to emergency medical personnel. Your identified alternative(s) has been authorized to pick up your child should you be unable to reach the school. Designated alternatives should live within walking distance of the school, if possible.

In the event of a situation requiring release, the school will respond as follows:

- The “Student Identification Emergency Release Form”, which is filled in by parents usually in September and kept on file, will provide the necessary information for student release.
- Students will be released from the school to an **authorized adult** (as listed on the “Student Identification Emergency Release Form”) and when it is deemed safe to do so.

When Emergency Responders and the School Board Emergency Operations Centre (EOC) has given clearance for student pick up, parents will be notified and allowed to pick up their child.

These School District Student Release Procedures have been developed with your child’s safety as the top priority.



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FAMILY EMERGENCY PREPAREDNESS

You need to be ready to care for your family and respond effectively after an emergency or disaster, whether at home, school or work. Preparing ahead can reduce the fear, anxiety and loss that can accompany an emergency event.

Consider signing up for one of the Tri-City's free emergency preparedness workshops. You will be better able to help family and friends.

For more information on workshops, call the Emergency Program Manager for:

- Coquitlam at 604-927-6428 or email: emergencyprogram@coquitlam.ca;
- Port Coquitlam at 604-927-5466;
- Port Moody at 604-469-4542

You can help the school be prepared by promptly returning any **Student Identification Emergency Release Forms** that come home for parents to complete. Without these the process to release your child will be slowed down – both in our practice drill and in the event of a real emergency.

TALK TO YOUR CHILD

We strongly recommend that you speak to your child about the following:

- That **their school has emergency plans** in place to ensure student safety immediately following an emergency or disaster event.
- The potential risk of **gas leaks, downed "live" power lines, debris, etc.** which may make streets and roads impassable and therefore not safe for your child to attempt to walk home.

- The **importance of remaining at the school** until given instructions by authorized school staff. Students will NOT be permitted to leave to pick up younger siblings at nearby schools.
- The **importance of the student release procedures** at the school and that you and your child need to follow the school student release procedures.

DO'S & DON'TS

Please ...

- **DO check the school or district website (www.sd43.bc.ca)** for information and updates, follow SD43's Twitter feed @sd43bc.
- **DON'T trust or share unofficial information** on non-SD43 websites or social media channels which can be inaccurate, and lead to misinformation and anxiety.
- **DON'T phone the school following an emergency or disaster event.** Telephone lines may be needed for emergency communications.
- **DO walk to the school if possible or necessary** once authorization to pick up your child has been given.
- **DON'T drive!** Streets may be littered with debris. School access routes and street entrances must remain clear for emergency vehicles.
- **If you are at home, DO ensure your home is safe** to return to with your child.

For more information, please contact:

Robert Zambrano or Ken Hoff
School District No. 43 (Coquitlam)
at 604-939-9201 or www.sd43.bc.ca.