



School District No. 43 (Coquitlam)  
**Heritage Mountain Elementary School**  
125 Ravine Dr., Port Moody, B.C. V3H 4Z1 ☎ 604-469-6407 📠 604-937-8017  
Principal: **Mrs. S. Parmar**

April 25<sup>th</sup>, 2016

Dear Parents and Guardians,

Emergency Preparedness Week is the first week of May. As per the letter sent home in March from the school district and the information in the Mid-April School update emailed to you, we will be having our **Emergency Release Drill on May 4<sup>th</sup>, 2016 at 2:00pm.**

As part of our emergency preparedness planning, we will be practicing what it would look/feel like if we had an emergency at the school that would require you to pick up your child from the school at a non-dismissal time or if you had to designate another adult (who is already listed at the school as an alternate) to pick up your child in an emergency situation.

We will evacuate our building to the lower grass field. Students will have their backpacks and jackets with them. If the weather is very poor, the release will take place from our gym. There will be signs indicating division number and classroom teacher name for each group of students.

**Students will only be released (prior to 2:50pm) to parents or designated alternates (who are currently listed on the yellow emergency form) .**

Upon release of your child, please leave the school premises/grounds immediately in order to facilitate this process.

**Parent Checklist for this drill (and any emergency release situation):**

- If you are uncertain that you updated the yellow emergency form properly in September, please come to the school office to look at your form and update if necessary
- Make sure you (or your listed adult alternate) knows your child's division and/or classroom teacher name
- Make sure you (or your listed adult alternate) brings identification . Don't assume staff will know who you are (there could be a teacher teaching on-call or another casual staff member)
- Plan to walk to the school. The parking lot will not be accessible (in an emergency, this may be closed off by the gate if needed for an evacuation area). As well, the drop off/pick up area will not be accessible (in an emergency we would keep this area clear for emergency vehicle access)
- Be prepared to wait, it will take time for each classroom teacher/staff to safely release each child

Thank you for your participation in this very important event. Please contact me if you have any further questions.

Sincerely,

Stacey Parmar  
Principal