



School District No. 43 Coquitlam

COMO LAKE MIDDLE SCHOOL

1121 King Albert Avenue, Coquitlam, B.C. | Phone: 604-936-1451 | sd43.bc.ca/school/comolake

District-Wide Emergency Release Drill Information

May 6, 2026

Dear families,

On **May 14, at 2:00pm**, every school in SD43 will be participating in a **District Wide Emergency Release Drill**. In the event of an emergency, it may become necessary to release students from our site before the regularly scheduled time. It is important that we prepare for this process and practice to ensure the safety and security of our students is maintained.

What it will look like:

- All students will be evacuated from the school to the Sport Court where they will remain until they are collected by parents (or their designate) as listed on the student's [Emergency Release Form](#).
- Parents (or their designate) will check in with Teachers using their child's Team and division number. They will need to be verified by school staff by showing picture ID and signing the release form.
- Once the student has been signed out, students will be permitted to leave with their parent (or their designate). Students should not remain on the school grounds after being signed out by parents.
- There will be many parents arriving for the 2pm dismissal time. Staggering your arrival by 10-15 minutes could alleviate some traffic and confusion.

Where parents (or their designate) will go:

- Parents will enter school grounds from either King Albert Avenue or Lemax Avenue. *Please note, there will be limited parking in this area as the neighbouring elementary school is also doing a release at the same time.*
- Please walk to the sport court area located at the back of the school. Parents will need to line up at the command center. ***Please know your child's team (Sky, Mountain, Forest or River) and Division number in advance.***
- Parents (or designate) will check-in and collect the Emergency release form from the teachers designated at the check-in area. Parents (or designate) will need to show photo



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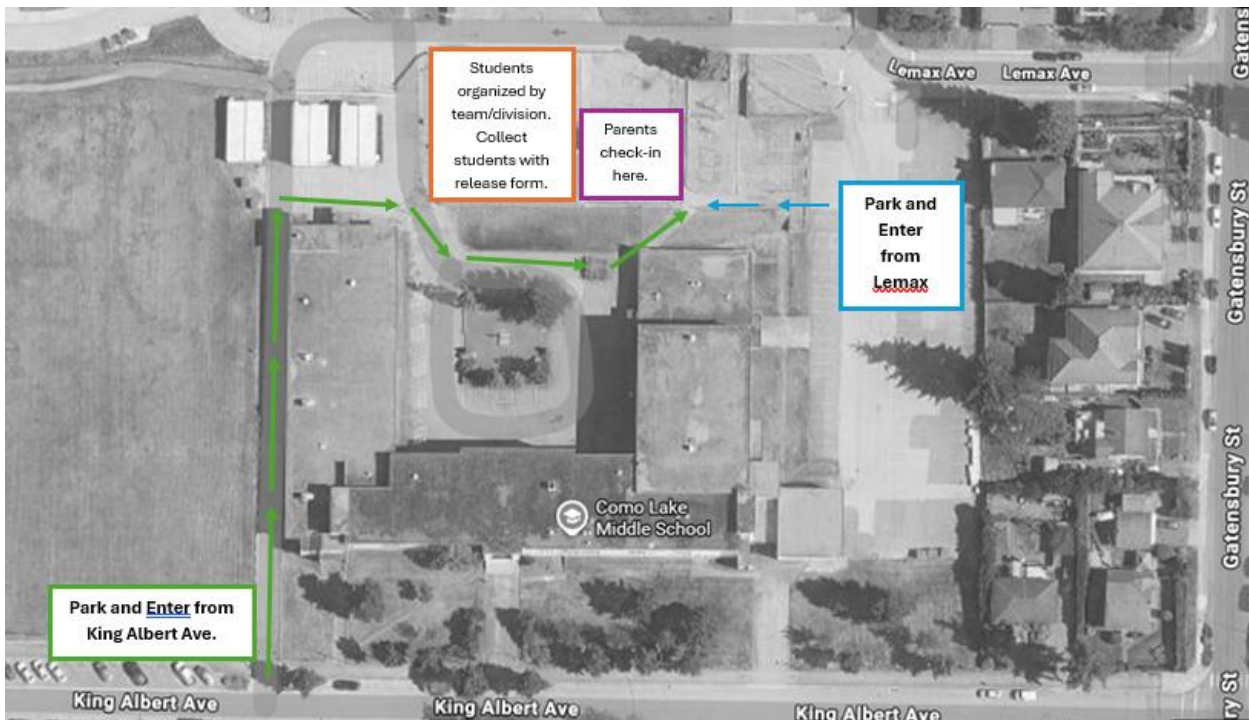
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ID. Only parents and other adults listed on the emergency release form will be allowed to pick up the student. Please note, if you have more than one child to sign out, you may need to visit multiple stations to collect forms.

- Once parents have collected the forms, they may move to collect their child from their class/division. Divisions will be organized by team and by number.
- Emergency Release forms will be collected from parents/students as they leave the sport court area.
- Students are not permitted to stay on school property after the release. The school building will be locked and students will not be permitted re-entry.
- Any student not picked up during the emergency release drill will be held until the end of the day and then released at the regular end time (2:55).

Please see photo below for an aerial view of the school and areas:





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FAQ's

Who is allowed to pick up students?

For safety and security, only people who are listed on the [Student Emergency Release Form](#) are permitted to pick up students. Only adults (aged 18+) can be named as designates to pick up students.

Where do I pick up my child?

All students will be marshalled on the Sport Court at the rear of the school. Students will be arranged by Team and Division. Parents will need to come to this location with Photo ID. To ensure a quick process, please know your child's division number in advance.

What if I have children to pick up from other schools at the same time?

We recommend picking up from elementary schools first, then making your way to middle and then secondary schools if you need to pick up from various locations.

Can I give permission for my child to leave school at 2:00pm on their own? No. Parents (or their designate) must attend in person and complete the Student Emergency Release procedure.

Can my child leave with another parent? Maybe. Students will only be released to people listed on the Student Emergency Release Form. If this is another trusted adult who is a parent in the school, then pick up by that designate can occur.

Can my child sign out early that day? We understand that families have appointments or unexpected events that require students to be picked up early. We encourage you, if possible, to avoid May 14th. As we prepare for the release, our office will be very busy and we will not be able to accommodate students using the office phone to sign out early. If your child must leave early on May 14th, please arrange to pick up before 12:30pm, notify the office in advance (via the Absence Report) and ensure that your child is aware of the pickup time.

Can I give permission over the phone to release my child? No. Students will need to be picked up at 2:00 and will only be released to people listed on the Student Emergency Release Form.



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What happens if I cannot come to Como Lake Middle at 2:00pm? All students who are not picked up at 2:00 will be dismissed from the Sport Court area at the normal time of 2:55. Parents of these students may be contacted to create alternate plans in case of emergency.

Where can I park my car when I arrive? We have very limited parking spaces for parents. If you live locally, we encourage you to walk to the school for this release. Please park in the lot beside the school off Lemax Avenue. Limited parking is also available along King Albert Avenue and at Blue Mountain Park. Please note that Hazel Trembath Elementary will also be having a release at the same time so parking will be at a premium.

What division is my child in? Please consult the list below to find your division number (listed by Teacher).

Division	Teacher	Team
1	Cailan Ferguson	Team Sky
2	Rob Williams	
3	Midori Fujita	
4	Carter Brown	
5	Tracy Esplin	Team Mountain
6	Katy Bennett	
7	Beata Salt / TJ Rai	
8	Sydney Cunningham / Cailum Kokotilo-Moen	
9	Justin Oei	Team Forest
10	Lani Caron	
11	Eric Smith	
12	Stefica Buric	
13	Stephen Boles	Team River
14	Sabrina Shong / Sanita Hayre	
15	Holly Hockridge	



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