

Emergency Procedures

Fire

When students hear the alarm bells they will quietly and orderly line up at the classroom's outside door. They will follow the teacher away from the building. Each teacher will send a runner to the flagpole at the front of the building to notify the principal or teacher in charge of class attendance. Students and adults do not re-enter the building without authority of those in charge.

Earthquake

If an earthquake should occur, students and teachers should take cover under the nearest cover, a desk or table, being sure to cover both head and neck areas and hold onto furniture within their reach. When the shaking has stopped, students count slowly to ninety. No one will leave the classroom or the building unless instructed to do so by the teacher or the command centre.

Because our school is located in an earthquake prone area, we ask you to be aware of the school's earthquake policies and procedures. Additional information for home preparation is available in the telephone book under the heading of "Earthquakes" and "First Aid" and from the North East Sector's Emergency planning department. [Coquitlam Emergency Preparedness](#)

We are prepared to care for children in the event of a critical situation, until parents or designated guardians are able to reach the school. We have first aid supplies and will attempt to be in communication with the local emergency services. We do ask for your help in the following areas:

- Please do not phone the school. We must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not drive onto the school grounds, streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
- Do turn your transistor or car radio for broadcasts of emergency information and directions.
- As soon as it is safe to travel, we request that parents or their designated alternates travel by foot to retrieve their children.
- No student will be dismissed from school unless a parent or guardian previously designated by a parent comes for him/her. This information is kept in the office and must be updated regularly. Your guardian information must be kept up to date at the school office.
- All parents or designated guardians who come for students, must have them signed out at the office or the Student Release Centre. Please bring personal identification in case it is requested.