



SUMMIT MIDDLE SCHOOL

1450 Parkway Boulevard, Coquitlam, BC V3E 3L2 • Tel: 604-944-8273
Mrs. Glenda Speight, Principal

SPECIAL NOTICE

EMERGENCY RELEASE DAY

Wednesday, May 4th at 2:15 p.m.

Friday, April 22nd, 2016

Dear Parents,

In preparation for the Emergency Release Drill on May 4th, please read the following details carefully:

- Our Emergency Release **will be at 2:15 p.m.** We have offset this time with our elementary feeder schools to accommodate families who have children in both middle and elementary schools, as follows:
 - Hampton Park - **1:30 p.m.**
 - Pinetree Way and Bramblewood – **1:45 p.m.**
 - Panorama Heights – **2:00 p.m.**
- If you are arranging for one of your Emergency Contacts (as listed on your child's **Emergency Release Form**) to pick up your child that day, **please be sure that they know to bring Identification with them.** You or that person will need to speak directly with the teacher and sign the student out prior to leaving.

Please note: The person who is picking up the student must be an adult. This protocol is meant to ensure that adult discretion is used to assess the condition of the home/building to where your child is headed.
- **The "Drive-Through" in front of the school will be closed during this event.** Please prepare to park on streets where signage allows and walk to the school grounds. Or, preferably, walk to the school from your home if possible.
- **Classes will meet outside, on the grass field behind the gym.** They will be holding up a sign to indicate their **DIVISION** number. Please be sure you know your child's division number (this is different than grade level or team name). In case of poor weather, we will move into the gym and multipurpose room on the bottom floor, at the west end of the school. You can enter through the school entrance at the west side of the building.
- **After "signing the student out" through the classroom teacher, please plan to evacuate from the area** until the drill is completed (3:00 p.m.). It is important that this drill is done properly and that we are able to assess our pace and completion rate, which will be difficult to do if the grounds are still filled with people who have already completed the drill.

Please keep in mind that we are practicing a process that is designed to prepare us should an emergency situation occur. This process includes documenting and tracking the release of each student.

We thank you in advance for your patience and cooperation.

Sincerely,

Glenda Speight,
Principal

GS/km