



**WESTWOOD ELEMENTARY**  
**3610 Hasting Street**  
**Port Coquitlam, BC V3B 4N6**

Dear Parents/Guardians:

As you are aware, School District No. 43 (Coquitlam) has been updating the District's Emergency Awareness Program. As part of the district update and in conjunction with Emergency Preparedness Week in B.C., our school will be participating in an **Emergency Student Release Practice on Wednesday, May 4<sup>th</sup>**.

Through the work of staff and parents, plans are in place to conduct this practice **with all students** between **2:20 p.m. and 3:00 p.m.** on **May 4<sup>th</sup>**. Students will be released from the school to an authorized adult, as listed on the **Student Identification Emergency Release Form**, which you provide to the school each fall.

On **May 4<sup>th</sup>**, we ask that you arrive at the school between **2:20 p.m. and 3:00 p.m.** Please enter and exit the school through the front doors. A **Parent Reception Centre** will be set up in the **front foyer** of the school where parents (or designates) will be directed to **where** your child can be picked up. In the event of a real emergency, the school, or parts of it, may not be safe or habitable. When parents and/or designates reach the dispersal point, they will be asked to **sign out** their children. Teachers and parent volunteers will be able to assist you. If you are unable to attend, please ask your alternate (as specified on the **Student Identification Emergency Release Form**) to pick up your child. The alternates must bring picture identification.

We are releasing the **whole school** so please expect delays. In order to assist us on **May 4<sup>th</sup>**, we ask that you or your alternate walk to school or park a few blocks away and walk to the school. Your patience and cooperation through the practice procedure will be much appreciated.

**For the Emergency Student Release, we are asking parents and/or designates to only use the front entrance for all entrances and exits.**

If you have any questions, please contact the school at **604-464-2421**.

Sincerely,

*Brian Leonard*

Principal



**PLEASE RETURN THIS PORTION OF  
THE EMERGENCY STUDENT PRACTICE NOTICE  
TO YOUR CHILD'S TEACHER BY MONDAY, MAY 2<sup>nd</sup>, 2016**

- I will pick up my child/ren between **2:20 and 3:00 p.m.** on **May 4, 2016**.
- My local alternate \_\_\_\_\_ will pick up my child/ren.

Child: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_