MUNDY ROAD ELEMENTARY

SCHOOL DISTRICT NO. 43 (COQUITLAM)

2200 Austin Avenue, Coquitlam, B.C. V3K 3S1

Telephone: (604) 936-4271 Fax: (604) 936-9627

April 20, 2016

Dear Parents and Guardians,

Emergency Preparedness Week is the first week of May. As per the notice sent home in March from the school district, all schools in Coquitlam are preparing for some form of student release during the week of May 2-6. At Mundy Road, we will be having our **Emergency Release Drill on May 6th**, the time of our drill will be **at 2:15pm**.

It’s always a good thing to prepare ahead for an unknown emergency. With that in mind, we will be simulating that a large earthquake has occurred in the local area. As per our emergency procedures, students and staff will **evacuate our building to the gravel field**. As part of this exercise we will be conducting a full student release to parents (or their authorized designate). Any students who are not picked up will be dismissed at our regular dismissal time at 2:50pm from the gravel field (or from the gym if the weather is very poor). Students will be **organized in their divisions** and checked out by their teachers in communication with our command centre staff. If the weather is very poor we will have the release take place from our Gym.

It is important to note that parents will not have access to our parking lot by car. Please plan ahead to avoid the extra congestion and be able to walk onto the school grounds. Here are some considerations and summary notes:

* Make sure your emergency contact information is up-to-date and you have room on your phone to receive any messages.
* Plan to arrive on May 6th in time to walk onto school property for 2:15pm or have your emergency designate ready to pick up your child.
* Make sure you know the name of your child’s teacher and their division number.

Thank you for your participation in this very important event.

Sincerely,

Rob Wright

Principal