



## Emergency Prep Release Drill

Wednesday May 4, 2016 at 1:45 pm

On May 4<sup>th</sup> Panorama Heights Elementary School will be joining other School District 43 schools in having an Emergency preparedness release drill. Our school community will practice our emergency release procedures. We will be pretending that a large scale earthquake/natural disaster has occurred and parents (or their authorized alternate) are being asked to pick up their child. We will start our drill with an earthquake drill and evacuation of the building. Teachers will be bringing their classes to the lower field below the school. Once all classes are organized on the lower field we will be welcoming families to arrive at the school to pick up their child/children. Parents or their alternates should not be on the lower field before our evacuation and should not be near classroom exit doors while we conduct our earthquake drill. Parents or alternates should plan to arrive at the school at 2:00 pm. We will have our classes organized with the English classes (divisions 1-10) on the north side of the field closest to the stairs to the water park. Our French Immersion classes (divisions 11-20) will be on the south side of the field.



### What do Parents or Alternates Need to Know for May 4<sup>th</sup>.

1. This is not an early dismissal. This is an Emergency Release drill. The drill will end at 2:53 pm and any students who have not been picked up by this time will be dismissed.
2. If at all possible, parents (or their designate) are asked to walk to the school. We recognize this may not be possible so if driving, please park on the street and walk to the release area. **The school parking lot will be closed. The drive through lanes and the two parking lots will not be accessible during this drill.** In a real emergency priority access to the school parking lot would be for emergency responders.
3. Parents or alternates will have to sign out their child with the classroom teacher. **If you are picking up multiple children please pick up the oldest first and the youngest last. This will help with keeping things calm and orderly.**
4. Please make sure the school has your updated contact information and a current Emergency Release form. This was the blue form most families returned at the beginning of the year. If you need to change anything on your form please contact the office by phone or email.
5. If you cannot come to the school early on May 4<sup>th</sup>, please communicate this with your emergency contact. This is a good time to review the process with your friends and family.
6. If an alternate is picking up your child, please ensure they know to bring valid picture identification with them and that your child knows who the emergency contacts are so he/she can anticipate who may pick them up in an emergency.
7. Please make sure you or your alternate knows the name of your child's teacher/teachers and their division number.
8. **Though not connected to our drill does your family have an emergency plan and emergency supplies? Check out some of the links for resources that may be helpful.**
  - a. <http://www.getprepared.gc.ca/index-eng.aspx>
  - b. <https://www.getprepared.gc.ca/cnt/rsrscs/pblctns/yprprdnssgd/yprprdnssgd-eng.pdf>
  - c. <http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc/build-an-emergency-kit>

If you have any questions please contact your child's classroom teacher or Mr. Clarke in the office.

Mr. Clarke

Principal

Panorama Heights Elementary