

# INSTRUCTIONS FOR COMPLETING THE YELLOW STUDENT EMERGENCY RELEASE FORM

## PARENT PACKAGE -

### SCHOOL EMERGENCY PREPAREDNESS PROGRAM

**THIS IS AN IMPORTANT DOCUMENT.  
PLEASE HAVE THIS PACKAGE TRANSLATED IF NECESSARY.**

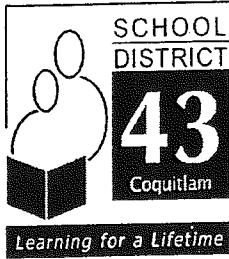
Ce document est important. On vous  
recommande de le faire traduire.

To jest wazny do kument. Prosimy o  
przetlumaczenie go.

此為重要文件,請翻譯成中文.

این مدارک از اهمیت ویژه ای برخوردار است لطفاً ترجمه شده آن را در خواست بفرمایید.

이것은 매우 중요한 서류입니다. 정확한 번역을 부탁드립니다.



550 Poirier Street, Coquitlam, B.C., V3J 6A7 • Phone (604) 939-9201 • Fax (604) 937-6758

Dear Parents:

In an on-going effort to provide for our students' safety and well-being, the school is expanding its effort in the area of emergency preparedness. Since we live in an earthquake prone area in B.C., SD43 and the municipalities use the earthquake scenario for emergency planning, because it covers other possible hazards such as fires, traffic disruption, evacuation etc.

The school is prepared to care for your children in the event of a critical situation, or if parents/alternates are unable to reach the school. However, we do ask for your help in the following areas:

- The attached Student Identification / Emergency Release Form is designed to collect student information that is required by the Ministry of Education and/or the School District.
- One of the most important areas for school emergency planning is the gathering of accurate information so that the school is able to contact you or someone authorized to act on your behalf. The information on the attached form will be used **IN THE EVENT OF AN EMERGENCY OR A DISASTER** and is kept in confidence at the school. **No student will be released from the school in an emergency situation unless a parent/guardian previously authorized (as identified on Student Identification / Emergency Release Form) by a parent comes for him/her. This includes baby-sitters, grandparents, older siblings, relatives, neighbours or others. Complete the form in its entirety, use N/A for areas not applicable to your child and return the attached Student Identification / Emergency Release Form to the school.**
- Please do not phone the school following a disaster, we must have the lines open for outgoing emergency calls.
- Following an earthquake or other major emergency, please refrain from driving to the school. Streets and access to the school may be cluttered with debris. The school access route and street entrances **must** remain clear for emergency vehicles.
- Turn on your battery operated radio or car radio to any available station for emergency information and directions.
- As soon as it is safe to travel, if possible we request that parents or alternates travel by foot to the school to retrieve their children.
- Ensure permission is sought from the alternates and that they are aware of the school's emergency procedures.
- All parents / alternates who come to pick up your child(ren) must sign the students out at a designated student release area.

- Please familiarize yourself with the school's emergency preparedness plans and procedures.

## **STUDENT IDENTIFICATION / EMERGENCY RELEASE FORM**

This sheet will be used to make an identification tag for your child and will provide all of the essential information to the school and other caregivers. It will also be used in a controlled release of the students from the school in an emergency situation. The ID tag will remain with the student at the time of the release. Please read the following guidelines BEFORE filling out this form.

### **MEDICAL**

Please provide details on any critical medical care that your child may require (including any allergies e.g. nut, medication). Remember that it may not be possible to reach the usual medical facilities or your usual doctor, so any instructions you give will be very valuable. If your child requires essential medication or has a medical condition, it is your responsibility to make arrangements with the school and mark the form with a red dot under Medical Alert.

### **PARENTS**

If there was an urgent need to contact you, first attempts to do so would be by telephone. If telephones are not available, your work address may be critical for alternate attempts to send you a message.

### **ALTERNATES**

An alternate is a person to whom your child(ren) will be released, by the school, in the event of an emergency. These could be different people than those listed on other forms that may be sent home. Designate two alternates. These are the **ONLY** people, other than the parents, who will be allowed to sign for the release of a student in an emergency. The alternates should live within walking distance (long walk is OK) of the school, as transportation disruption is a possibility. It is essential that you seek the consent of these alternates. Make them aware of their responsibilities and the school's procedures and **have them sign the Student Identification / Emergency Release Form**. Your child(ren) should also be informed as to who can/cannot retrieve him/her from school.

### **OUT OF PROVINCE CONTACTS**

Record an Out of Province telephone contact name and number. If normal telephone service is disrupted, the first possible calls may be long distance calls out to areas unaffected by the disaster. The contact number will be used if it is necessary to leave a

message regarding your child's condition or whereabouts. This should be the same number used by the entire family and the alternates so that news may also be relayed to the student.

### NEXT OF KIN

This should be a close immediate relative NOT living at the same address as the student, who may be contacted by an alternate or the school.

Further information may be sent home during the school year regarding school emergency procedures.

- If you have any questions regarding this form or if you are interested in volunteering for the School Emergency Preparedness Program, please contact the Principal or the Emergency Preparedness Committee Chair at your school.
- Please inform the school if any of the information contained on this form changes during the course of the school year.
- It is the parents' responsibility to ensure accurate and updated information is provided to the school.
- Alternates should ensure that any changes are passed on to the parents.

Thank you for your cooperation and assistance. This process helps to ensure a speedy reunion for you and your child(ren) and contributes to their safety and well-being in an emergency situation.

Sincerely yours,



Wendy Bennett  
School Emergency Program Contact  
Health, Safety & Environment Officer, SD43