

August 28, 2009

Emergency Student Release Procedures and Student Emergency Identification Form

Dear Parent/Guardians(s):

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for an emergency. Periodically, a minimal, moderate, or high level emergency may arise at a school that may make it difficult or impossible to continue with the regular instructional program necessitating the release of students from school for the duration of the regular instructional day.

The school has defined Emergency Student Release Procedures into three categories.

1. Regular Release Procedures – Minimal Level of Risk to Students

E.g. Power Failure, Water Shut Off, Gas Leak, etc

-minimal trauma experienced by few, if any students

2. Controlled Release Procedures - Moderate Level of Risk to Students

E.g. Explosion on School Property, Partial Building Failure, Emotionally Traumatic Event, Impending Natural Disaster (Flood, Fire), etc

-varying degrees of trauma experienced by some students

3. Full Scale Emergency Release Procedures - Highest Level of Risk to Students

E.g. Earthquake, Police Emergency Bordering School Property, etc.

-varying degrees of trauma experienced by a significant number of students and / or immediate vicinity of school and / or community is deemed to be unsafe.

In the event of a Full Scale Emergency which poses the highest level of risk to releasing students the school will respond as follows:

- students will not be permitted to leave the school grounds without first filling out a Student Release form consisting of student's name, grade, destination address, time, name, and signature of person(s) accompanying student (if applicable)

- the Student Release Information form will be kept on file

- the student may be released to his or her own care or the care of others, only when the community is deemed to be *safe and the student is considered not to be at risk.

*Declaring the **community** safe during a Full Scale Emergency shall be done in consultation with Emergency Responders and the School Board Emergency Operations Centre (E.O.C.).

In each instance, students will not be released from the school unless it is deemed safe to do so. Please be advised that these Release Procedures have been developed with your child's safety being the top priority. For more information please see the Student Release Information on the North Vancouver School District website at www.nvsd44.bc.ca.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you. Please fill out the Student Emergency Identification Form attached and return it by **September 8, 2009**. This information is kept confidential at the school.

Thank you for your cooperation and assistance.

Attach (1)