# Emergency Management for North Shore Schools

## Instructions for completing the Student Emergency Identification Form and the Student Release Form (Secondary Schools)

These forms are used to make an identification tag for your child that provides all essential information to the school and other caregivers. Please read the following guidelines ***before*** filling out these forms.

### Medical

Please provide details on any critical medical care that your child may require (including any allergies to, for example, nuts or 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 valuable. If your child requires essential medication, you are responsible for making arrangements with the school.

### Parents

If we urgently need to contact you, our first attempt will be by telephone. If telephones are not available, your work address may be critical for alternate attempts to send you a message.

### Alternates

Alternates can be different than those listed on other forms that may have been sent home, but they should be the same on both the *Student Emergency Identification Form* and *Student Release Form*. If possible, designate at least four alternates. These are the **only** people, other than the parents or legal guardian, who will be allowed to sign for the release of a student in an emergency. Alternates should live within reasonable walking distance to the school, as transportation may be disrupted. 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 Emergency Identification Form* and *Student Release Form*.** Also, inform your children who can/cannot retrieve them from school.

### Out-of-Province Contacts

Record an out-of-province telephone contact name and number, including area code. If normal telephone service is disrupted, the first possible calls may be long-distance calls to areas unaffected by the disaster. If necessary, we will call this contact number to leave a message regarding your child's whereabouts or condition. This should be the same number used by the entire family so that news may also be relayed to the student.

### Student Release Form

This form will be used in a controlled release of students from the school. Some of the information is repeated on the *Student Emergency Identification Form*, but both must be completed because they may be stored in different areas and one must serve as a back-up. Therefore, ***do not*** fill in "see other form" or the like.

# Emergency Management for North Shore Schools

Further information may be sent home during the school year regarding school emergency procedures. If you have any questions about these forms, please contact _____ at the school. Please inform the school if any information contained on these forms changes during the course of the school year. Parents are responsible for making sure the school has accurate and updated information. Alternates should ensure that any changes in their information 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 children and contributes to the safety and well-being of your children in an emergency.

_____ _____

Principal Chair, Emergency Preparedness Committee

**(CUT HERE)**

To learn more about our school's Emergency Preparedness Plan, please fill out this portion and return it to:

_____ by _____.

(Contact Person at School) (Date)

Parent's Comments:

☐ I would like to know more about

_____

_____

_____

☐ I am available to volunteer for the school Emergency Preparedness Program. Please call me at:

Phone #: _____ Parent's Name: _____

Student's Name: _____ Student's Teacher: _____

# Emergency Management for North Shore Schools

## Emergency Release Procedures for Secondary School Students

Dear Parent/Guardian(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 Release Procedures for Secondary Students into three categories:

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

These procedures include events such as a power failure, a water shut off, a gas leak, etc, where there is minimal trauma experienced by few, if any of the students.

**2. Controlled Release Procedures – Moderate Level of Risk to Students**

These procedures include events such as an explosion on school property, a partial building failure, an emotionally traumatic event, an impending natural disaster such as a flood or an interface fire, etc where there may be varying degrees of trauma experienced by some of the students.

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

These procedures include events such as an earthquake, a police emergency bordering on school property, etc, where there may be varying degrees of trauma experienced by a significant number of students and/or the immediate vicinity of school and/or community is deemed to be unsafe areas to enter.

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 Information 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 (EOC).

**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.**

# Emergency Management for North Shore Schools

## Letter to Parents of Secondary School Students

Dear Parent/Guardian(s):

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for an emergency. The North Shore school districts and municipalities use the earthquake scenario for emergency planning because we live in an earthquake-prone area of BC, and because it covers other possible hazards such as fires, traffic disruption, evacuation, and so on.

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 ask for your help in the following areas:

- Please **do not phone the school following a disaster.** We must keep the lines open for outgoing emergency calls.
- Following an earthquake or another emergency, please do not drive to the school. Streets and access to the school may be littered with debris, and school access routes 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.
- Please discuss with your teenager(s) what is expected of them in case of an emergency and how to respond appropriately and effectively to an emergency or disaster situation. Talk about the potential risks they could face, such as gas leaks, downed 'live' power lines, debris, etc. Also discuss, do you want your teenagers to stay at the school until you arrive or may they go home with a friend or friend's family?
- **Students will not be permitted to leave the school grounds until they have a parent/guardian or alternate pick them up, OR if school administrator deems the situation under control, sign themselves out and give their destination.**
- All parents/alternates who come to pick up children must sign the students out at a designated student release area.
- Please familiarize yourself with the school's emergency preparedness plans and procedures.
- Participate in a personal or neighbourhood emergency preparedness program. For upcoming courses, contact the North Shore Emergency Management Office @ 604 983-7440 or www.nsemo.org

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. The information on the two attached forms will be used **only in case of emergency or disaster**. This information is kept confidential at the school.

Thank you for your cooperation and assistance. This process helps to ensure a speedy reunion for you and your children and contributes to the safety and well-being of your children in an emergency.

Please return all required forms by: _____(Date)

*(Do not return Personal Alternates Record)*

North Vancouver
School District
the natural place to learn®

DISTRICT HEALTH AND SAFETY
Ph: 604-903-4616
Fax: 604-903-4617
districtohs@nvsd44.bc.ca

# Personal Alternates Record

## Please Keep This Record At Home or Office For Quick Access And Reference

In the event of an emergency/disaster, the school will only release students directly into the custody of the parents OR responsible individuals the parents have previously designated on the Student Release form. These individuals are referred to as the alternate who will care for the child(ren) and have been pre-authorized by the parents/guardians. Alternates must give their permission and understand that they must try to proceed to the school(s) and collect the students for whom they have accepted responsibility.
SUGGESTION: Choose family members and friends of your child's family. The more Alternates, the shorter time your child is likely to stay at the school. Alternates should live within walking distance of the school and be 19+ years old. If possible, list 2 household adults.

### Alternates Responsible For My Children:

| Names | Addresses | *Phone Numbers |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

### I Have Consented To Be An Alternate For These Families:

| Family Name | Child's First Name | Address | *Phone Number |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

* If possible, add cell phone numbers

**REMEMBER:**
1. **DO NOT PHONE** the school in an emergency/disaster. Listen to the radio for information.
2. **CHECK YOUR HOME 1ST**, before going to the school, to ensure it is safe to return to with children.
3. **WALK, DO NOT DRIVE** to the school in the event of an earthquake. Streets must be kept open for emergency response vehicles.
4. **TAKE** personal identification (**ID**) when going to the school to pick up students.

**PLEASE KEEP (& COPY) THIS RECORD FOR HOME AND OFFICE USE AS QUICK REFERENCE**

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DISTRICT HEALTH AND SAFETY
Ph: 604-903-4616
Fax: 604-903-4617
districtohs@nvsd44.bc.ca

# Student Emergency Identification Form

**PHOTO**

Teacher: _____

Grade: _____ Div: _____

Student Birthdate: _____

**Siblings in School:**

| Name: | Teacher: |
|---|---|
| | |
| | |
| | |
| | |

**Family Name:**

Family Name: _____

First Name: _____

Medical Alert *(use red dot)*: _____

BC Health Card Number: _____ Doctor: _____ Phone Number: _____

List any medical conditions, severe allergies, medication information or any instructions (continue on back if necessary)

Student Address: _____ Phone Number: _____

| | Mother | Father |
|---|---|---|
| Name: | | |
| Address: | | |
| Home Phone Number: | | |
| Work Phone Number: | | |
| Cell Phone Number: | | |
| Work Address: | | |
| Days/Hours at Work: | | |

***ALTERNATE GUARDIAN** (Persons within walking distance of the school and 19+ years old)
*Suggestion: If possible, list 2 household adults, for maximum number of persons to release your child to

| Name | Signature | Phone Number* |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**OUT OF PROVINCE CONTACT** *If possible, add cell phone numbers

| Name | City & Prov/State | Area Code and Phone Number* |
|---|---|---|
| | | |

**I hereby authorize any of the above listed alternate guardians to pick up my child from school in the event of a controlled student release. I also authorize the school or persons caring for my child to use any of the above information, as necessary, in the event of an emergency.**

Signature (Mother): _____ Signature (Father): _____ Date (m/d/y): _____

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DISTRICT HEALTH AND SAFETY
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Fax: 604-903-4617
districtohs@nvsd44.bc.ca

# STUDENT EMERGENCY RELEASE FORM – Secondary

Please complete this form and return it to the school's Main Office

| Student First Name: | Student Family Name: | Grade: |
|---|---|---|
| | | |

| Parents/Legal Guardians | First Name (print name) | Family Name (print name) |
|---|---|---|
| Mother | | |
| Father | | |

FAMILY NAME

Parent or Guardian:
For the safety and well-being of students, the school may implement a "controlled release" in the event of an emergency, or disaster. **The school administrator may release the student if the situation is deemed to be safe and the student is considered not to be at risk.** In light of the above statement, you are asked to choose one of the following responses:

- ☐ **If we are unable to reach the school, we authorize the release of our child, in his or her own care, providing the situation is deemed as safe and our child is considered not to be at risk.**
- ☐ If we are unable to reach the school, we do not want our child released unless one of the adults authorized below is able to claim our child (medical or response personnel excepted).

Upon release, a record shall be kept of the temporary guardian's name, or of the fact the student was released into their own care; along with the date and time of their release, a contact phone number, and their expected destination(s).

| *Alternate Guardians | Alternate Guardian's Phone or Cell Number | Alternate Guardian's Email Address |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

*If possible, list 2 household adults for maximum potential persons to pick up your child. **Remember** to include anyone that would normally pick up your child.

List any special instructions or individuals who **MAY NOT** claim your child: _____

_____

Signatures: Mother: _____ Father: _____

Dated: _____

**FOR SCHOOL USE ONLY** – this section to be completed at time of release only (PLEASE PRINT CLEARLY)

| | |
|---|---|
| Student's Name: | Student's Phone or Cell Number: |
| Student was released: ☐ Into student's own care:<br>Or released to: _____<br>*(Alternate Guardian's name - PRINT)* | First Destination *(after release)*:<br>Final Destination *(after release)*: |
| Alternate Guardian's Phone or Cell Number: | Date & Time of Release: @ AM PM |
| Release authorized by: _____<br>*(Staff member's name - PRINT)* | X _____<br>*(Student, Parent or Alternate Guardian's signature at time of release)* |

Notes: _____

_____