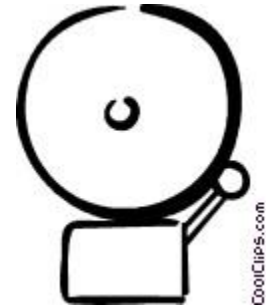


IMPORTANT INFORMATION FOR FAMILIES OF ELEMENTARY SCHOOL STUDENTS



What if there was a school emergency....?

Your first response might be to phone the school, or, if you couldn't reach anyone at the school, just get into your car and go....BUT, is that the right thing to do?



Please read the enclosed information and talk to your children to ensure both you and they respond appropriately and effectively to an emergency situation at the school.

Your informed and measured response will help the school to manage the emergency effectively and will assist the student release procedures that we have put in place at University Highlands.

Do's & Don'ts



Please....

- DO NOT phone the school following an emergency event. Telephone lines may be needed for emergency communications. Listen to the radio for information and updates.
- If you are at home, DO ensure your home is safe to return to with your son or daughter.
- DO walk to the school if possible; DON'T drive! Streets may be littered with debris. School access routes and street entrances must remain clear for emergency vehicles.

FAMILY EMERGENCY PREPAREDNESS



You need to be ready to care for your family and respond effectively after an emergency, whether at home, school or work.

Preparing ahead can reduce the fear, anxiety and loss that can accompany an emergency event.

TALK TO YOUR KIDS

We strongly recommend that you speak to your son or daughter, in an age-appropriate manner, about the following:

- **Our school has emergency plans** in place to ensure student safety immediately following an emergency event.
- There may be **gas leaks, downed “live” power lines, debris, or other obstacles** which may make roads or pathways impassable and therefore not safe for your son or daughter to attempt to walk home, regardless of his/her age.
- **Your child must remain at school** until given instructions by authorized school staff and/or First Responders.
- **Everyone (students, parents and staff) must follow student release procedures at the school.**

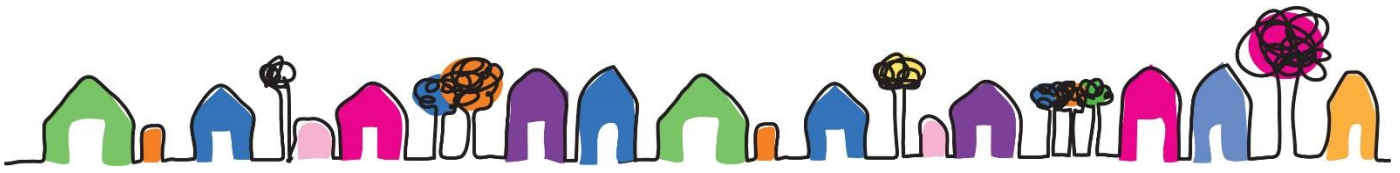
WHAT IS STUDENT RELEASE?

Student Release is the process a school follows to dismiss students in an emergency. There are 3 types of student release:

“Regular Release” is the regular day-to-day release process that would be used in the event of a minor incident such as a power failure.

“Controlled Release” is used when there is a moderate level of risk, such as a severe storm. Students may be individually signed out before being released.

“Full Scale Emergency Release” is used in extreme emergencies where there is an enhanced state of risk such as after an earthquake. This procedure involves signing students out, usually to a designated parent or guardian in a safe, controlled and managed process. You will be asked to bring ID and wait in line; this process could be slow. **Your patience will be expected and greatly appreciated.**



In the event of a **Controlled or Full Scale Emergency Release** which poses the highest levels of risk to students, the school will respond as follows:

- ✓ Students will only be permitted to leave the school grounds with an authorized adult (19+ years old) as listed on the Student Release Form contained in the student's earthquake comfort kits, and which was completed by parents at the beginning of the school year.
- ✓ School personnel will ensure the Release Form is completed and signed by the person accompanying the student.
- ✓ The Student Release Form will kept on file once a student has been released.

NOTE: Student Release Forms will be sent home at the beginning of each year to be completed and signed by Parents/Guardians.

Assessing the community as "safe" during a Full Scale Emergency shall be done in consultation with Emergency Responders and the Burnaby School Board.

Students will only be released from the school to an authorized adult (as listed on the Student Release Form) and only if it is deemed safe to do so.

These School District / School procedures have been developed with your child's safety as the top priority.

For more information, contact the Burnaby School District at 604-296-6900, or your school principal at 604-664-2030.