

AP 1600 Appendix E: School Emergency Preparedness Student and Family Information

Overview

In the event of an emergency at the school or in the community, it may be required to release students to parents/guardians from the school grounds or relocate students from the school area to an alternate location for student release.

Please read the following information and talk to your child to ensure that you and your family respond appropriately and effectively to an emergency situation at your school.

Your informed and measured response will help the school to manage the emergency effectively and will assist the student release procedures that your school has put in place.

Definitions

Student Release: In the event of an emergency situation, the school will implement a controlled release of students to their parent/guardian(s) or designated alternative for their safety and wellbeing.

Alternate Location: Predetermined evacuation muster areas off school grounds listed in the event that students and staff are required to evacuate the school building and grounds for their safety. At the beginning of each school year, parents/guardians will be notified of the two chosen alternate locations for your school where students may be relocated to in an emergency.

Designated Alternative: Trusted adults, other than the parent/guardians, listed on AP 1600 Appendix F: Student Identification Emergency Release Form that are authorized by the parent/guardian to pick up the student in the case of an emergency.

Procedures

During an emergency key responses can be implemented based on the situation and context. Regular school safety drills are conducted throughout the year. Please familiarize yourself with the following procedures.

1. **DROP, COVER AND HOLD ON.** Used in the event of an earthquake or explosion.
 - 1.1. DROP to the ground.
 - 1.2. Take COVER under a sturdy desk or table, and
 - 1.3. HOLD ON until the shaking stops.
 - 1.4. Wait 60 seconds and then EVACUATE (see Evacuation Procedures).

2. **EVACUATE.** Used when a building or area becomes unsafe due to fire, flood, chemical accident or following an earthquake.
 - 2.1. Exit the building via the pre-planned shortest safe route.
 - 2.2. Report to designated assembly area.
3. **HOLD AND SECURE.** Used to secure the building because of an emergency situation outside such as a police incident (e.g. suspect pursued by police near the building). Allows building to continue with the normal day but forbids outside activity and unnecessary room-to-room transit.
 - 3.1. Close and lock exterior doors and windows - monitor main entrance.
 - 3.2. DO NOT allow unauthorized personnel into the building.
 - 3.3. Continue activities inside as per usual; limit internal movement if necessary.
 - 3.4. Public should not approach the site until clearance has been given by school district or emergency personnel.
4. **LOCKDOWN.** Used when there is an immediate and imminent threat to the building population. Most commonly implemented when the building has an active intruder.
 - 4.1. Close and lock exterior doors and windows, secure and barricade doors.
 - 4.2. Stay or gather into a secure room as quickly as possible.
 - 4.3. Turn out lights, pull shades.
 - 4.4. Get out of line of sight of doors and windows, hide, don't talk.
 - 4.5. Turn off and do not use cell phones.
 - 4.6. Normal activity ceases. Await police response.
 - 4.7. Public should not approach the site until clearance has been given by school district or emergency personnel.
5. **STUDENT RELEASE PROCEDURES.** These Emergency Student Release Procedures have been developed with your child's safety as the top priority. In the event of an emergency at the school or in the community, students may need to be released to parents/guardians or designated alternatives from the school, school grounds or, if relocated, an alternate location. In the event of a situation requiring release, the school will respond as follows:
 - 5.1. During an emergency we ask parents/guardians not to call the school as telephone

lines may be needed for emergency communications. Please monitor school email and school or district websites for official information and updates.

- 5.2. The *Student Identification Emergency Release Form*, which is filled in by parents/guardians, will be kept on file and will provide the necessary information for student release.
 - 5.3. When Emergency Responders and the school district's Critical Incident Response Team (CIRT) has given clearance for student pick up, parents will be notified and allowed to pick up their child.
 - 5.4. Students will be released from the school, outdoor evacuation area or alternate location subject to the situation to a designated alternative as identified on your *Student Identification Emergency Release Form*, or if necessary, to emergency medical personnel. Your designated alternative(s) has been authorized to pick up your child should you be unreachable or unable to get to the pickup location. Designated alternatives should live within walking distance of the school, if possible.
 - 5.5. The school and school district will communicate with parents on information about picking up their child via email when possible, and school/district websites.
6. **FAMILY EMERGENCY PREPAREDNESS.** You need to be ready to care for your family and respond effectively after an emergency or disaster, whether at home, school or work. Preparing ahead can reduce fear and anxiety that can accompany an emergency event.
- 6.1. Promptly return any *Student Identification Emergency Release Form* that comes home for parents to complete. Without these forms the process to release your child will be slowed down - both in our practice drills and in the event of a real emergency.
 - 6.2. **TALK TO YOUR CHILD.** We strongly recommend that you speak to your child about the following:
 - 6.2.1. **Their school has emergency plans** in place to ensure student safety immediately following an emergency or disaster event.
 - 6.2.2. The potential risk of **gas leaks, downed "live" power lines, debris, etc.** which may make streets and roads impassable and therefore not safe for your child to attempt to walk home.
 - 6.2.3. The **importance of remaining at the school** until given instructions by authorized school staff. Students will NOT be permitted to leave to pick up younger siblings at nearby schools.
 - 6.2.4. The **importance of the student release procedures** at the school and that you and your child need to follow the school student release procedures.

PARENT DO'S & DON'TS DURING AN EMERGENCY

DO check the school or district website (www.sd8.bc.ca) for information and updates.

DO NOT trust or share unofficial information on non-SD8 websites or social media channels which can be inaccurate, and lead to misinformation and anxiety.

DO NOT phone the school following an emergency or disaster event. Telephone lines may be needed for emergency communications.

DO walk to the school if possible or necessary once authorization to pick up your child has been given.

DO NOT drive! Streets may be littered with debris. School access routes and street entrances must remain clear for emergency vehicles.

If you are at home, DO ensure your home is safe to return to with your child.