

SD43 Emergency Preparedness Information

Serving the communities of Anmore, Belcarra, Coquitlam, Port Coquitlam and Port Moody

School District No. 43 (Coquitlam) is committed to student safety and has established emergency procedures to support a coordinated response during emergencies. Please review the information below to help ensure a safe and efficient process during a school emergency.



WHAT IS A STUDENT RELEASE?

In the event of an earthquake or another serious emergency, the school will implement a controlled release of students for their safety and well-being.

The **Student Emergency Release Form** is a mandatory form to be completed by parents/guardians at the beginning of every school year and provides the school with the necessary information for student release.

The school will respond as follows:

- Students will be released to a **Parent/ Guardian or an Alternate Emergency Contact** as listed on the **Student Emergency Release Form** when it is deemed safe to do so.

Designated Alternate Emergency Contacts should live within walking distance of the school, if possible.

- When Emergency Responders and the School Board Emergency Operations Centre (EOC) have given clearance for student pick up, parents/ guardians will be notified and allowed to pick up their child.

TALK TO YOUR CHILD

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 the fear and anxiety that can accompany an emergency event.

We strongly recommend that you speak to your child about the following:

- That **their school has emergency plans** in place to ensure student safety immediately following an emergency or disaster event.
- The **importance of remaining at the school** and following instructions by authorized school staff. Students will NOT be permitted to leave to pick up younger siblings at nearby schools.
- The **importance of following the student release procedures** at the school

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DO'S & DON'TS IN AN EMERGENCY

- **DO check the school or district website (www.sd43.bc.ca) for information and updates**
- **DON'T trust or share unofficial information** on non-SD43 websites or social media channels, which can be inaccurate and lead to misinformation and anxiety.
- **DON'T 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.
- **DON'T drive!** Streets may be littered with debris. School access routes and street entrances must remain clear for emergency vehicles.



COMPLETING THE STUDENT EMERGENCY RELEASE FORM

The Student Emergency Release Form is **a mandatory form that must be completed by the parent/ guardian and sent to the school at the beginning of every school year.**

The emergency contacts on the Emergency Release Form may be different than the emergency contacts on the verification form on MyEd BC.

For example, an aunt who lives in Burnaby may be a day-to-day emergency contact, however, a neighbour who is walking distance from the school will be your Alternate Emergency Release contact.

Contacts from the Emergency Release Forms are NOT entered into MyEd BC.

Please follow the instructions below on how to complete your Student Emergency Release Form:

- 1) Download and complete the **Student Emergency Release Form (fillable PDF form)**.
- 2) Save the form to your computer.
NOTE: Saving this form to your computer will make it easier to update this form each year.

How to save the form using Adobe Acrobat:

By selecting the "Print Icon" on the top right section of the page, your printer options window will open up.
Select the Printer to "Save as PDF" and save it to the desired location on your computer.

- 3) Send the completed form directly to your school's email address or print it and send it with your child.