

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.

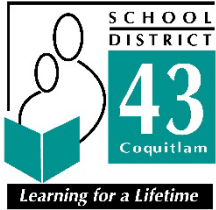
Please follow the instructions below on how to complete your Student Emergency Release Form:

- 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.



School District 43 (Coquitlam)

Student Emergency Release Form

The information on this form is collected under the School Act, section 13 and 97, which will be used for educational programs purposes and when required, may be provided to health services, social services or other support services as outlined in section 97(2) of the School Act. The information collected is protected under the Freedom of Information and Protection and Privacy Act and is kept in a secure location. Questions about collection and use of this information should be directed to the Principal of your school. **Complete all areas of this form; use N/A if not applicable to you.**

School:		Photo ID (Parents do not send photo unless requested)	
Grade:	Division:		Legal Surname
Home Room Teacher:			
Language spoken at home:			Legal First Name
Student Birthdate (mm/dd/yyyy):			
Guardianship?			Legal Middle Name
CANNOT PICKUP:			MEDICAL ALERT
			CUSTODY ORDER
Full Name of No-Contact Person		Health Card #	
Siblings at School			
Sibling Name	Grade	Teacher Name	
List any medical conditions, severe allergies, medical information or any instructions			
Student Address (street address and city only)			Home Phone (or Main Contact Cell #)
Parent/Guardian #1		Parent/Guardian #2	
Name:		Name:	
Address:		Address:	
Home #:		Home #:	
Cell #:		Cell #:	
Work #:		Work #:	
Best Email:		Best Email:	
Work City:		Work City:	

In the event of a serious emergency, the school may implement a controlled release of students for their safety and well-being. Should this be necessary, the school will only release your child to persons authorized on this form, or if necessary, to emergency medical personnel. Persons below are authorized to pick up the above student should either parent / guardian be unable to reach the school. Designated alternates should live within walking distance of the school, if possible.

ALTERNATES: (Minimum of 1 (one) contact required please):

Name:	Address:	
Cell #:	Home #:	Relationship:
Name:	Address:	
Cell #:	Home #:	Relationship:
Name:	Address:	
Cell #:	Home #:	Relationship:
Name:	Address:	
Cell #:	Home #:	Relationship:

OUT-OF-PROVINCE CONTACT

A designated out-of-province contact can relay information to family members when local networks are overwhelmed. Ensure all family members are aware and have access to this contact.

Name	Phone (include area code)	City/Province/Country	Relationship

I acknowledge that the above alternates have accepted responsibilities associated with being an emergency contact for my child (ren). I realize that in the event of a controlled student release, only the above authorized individuals will be able to claim my child (except medical or emergency personnel). Upon release of my child, a record shall be kept of the name of the authorized person, the time release and expected destination.

Last Name	First Name	Date
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Student Release – for school use only (please print)

Student Released to	Signature
First Destination	
Final Destination	
Processed/Authorized by (staff)	Date/Time
Note	