



November 2, 2016

Emergency Response Notes to Parents/Guardians

Our School, like all schools in the Division has Emergency Response Plans for disasters or school emergencies. These plans ensure the safety of your child and are developed in accordance with our Administrative Procedure 165 – Emergency/Disaster Plans and Administrative Procedure 166 – Disaster Real or Threatened.

Disasters do happen and every year we make the effort to make our safe school even safer. Part of this safety is keeping you informed about our actions in case of an incident.

Drills

To prepare all members of the school community, including your child, to act on a moment's notice, we have emergency practice drills at the school. These drills occur throughout the year, for a variety of circumstances. We practice drills and discuss with the students how to respond. These drills and discussions prepare your child to act quickly and to minimize your child's fear should an emergency occur.

Parent-Child Reunion Centre

An Emergency response plan also plans reuniting children with their parents. The plan identifies two possible sites for Good Shepherd School. The first site is located on the school grounds. The second site is located at the School Emergency Evacuation Centre at the Baytex Arena, this location is only active when the school is evacuated. Due to the unpredictable nature of any emergency we will announce the Parent-Child Reunion Centre at the time, and given the specifics of the emergency. Reunion Centres are part of our callouts and posted on the Division and School Websites.

Reuniting With Your Child

In order for us to ensure your child's safety, it is necessary for us to ensure the proper release of your child to you as parents/guardians. The following guidelines when picking your child from a Parent-Child Reunion Centre are in place:

- No student will be released unless you or someone on your child's emergency contact list arrives to pick up that student. It is important to keep emergency contacts current each year.
- **You must present valid identification.** This step protects your child and the school may be receiving assistance from other schools or outside agencies and therefore, may not know you.

- **You will be required to sign for the release of your child.** Please do not just take your child from the centre without signing for their release. You may be worried and want to be reunited with your child as quickly as possible. However, this prevents us from losing a child who is safely with you and expending resources in an emergency to find them.
- If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Centre until alternate arrangements can be made. Your child will be supervised at all times.

Finally, we want you to know that your cooperation in preparing your child and helping us to ensure their safety is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact me at the office.

Sincerely yours,



Sandra Ciurysek
Principal
Good Shepherd School