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C. J. Schurter School

School & Student Safety Parent Information Sheet

September 2019



EMERGENCY RESPONSE PLANS FOR CJS



Our first and foremost concern, when it comes to an emergency, is the health and safety of your child – our student. To that end, our school division has developed an EMERGENCY RESPONSE PLAN intended to address emergency situations that may occur at school. School disaster plans have been designed to deal with emergency situations such as natural disasters, severe weather conditions, fires, violent behaviour and criminal acts. Of course, it is impossible for us to foresee all potential emergencies, but regardless of what situation a school may face, please be assured that our main objective is to attend to the health and welfare of your child.

Drills: To prepare all members of the school community, including your child, to act on a moments notice, we conduct emergency practice drills periodically during the school year. These drills are designed to prepare students and staff to act quickly and help to minimize a child's fear should an emergency occur.

Informing Parents of an Emergency Situation: Parents are advised to follow the procedures below if you hear news, information or rumours regarding a school emergency:

- Parents will be alerted to emergency situations via the school's Crisis Notification Network (phone or electronic notifications) and local media (LAKE FM 92.7). The Division will also keep parents informed by posting information regarding the emergency on the Division website, FaceBook, Twitter and parents can also call the HPSD Divisional Office at **780-523-3580 to hear a recorded message with information and instructions.**
- **Please do not telephone the school or your child's teacher.** All phone systems need to remain available for handling the actual emergency. Overloading the system may mean that the school cannot communicate with first responders and takes office staff away from addressing the situation.
- **Please do not come to the school to pick up your child unless requested to do so.** Any emergency involving our school may mean first responders must be able to get to

the building. Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Extra vehicles and people at the school make the task more difficult.

- **If you arrive at the school in the midst of an emergency**, please respect the protocol in progress. While we understand personal circumstances or initial reaction might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

Evacuating the Building: In most emergency situations your child will remain at the school. In the rare event that an emergency does occur which requires evacuation from or prohibits re-entry to the school, students and staff will be moved to an alternate site. If our school population has to evacuate the building due to unusual circumstances, staff and students will be taken to either:

The Legacy Center, E.G. Wahlstrom School, or Roland Michener Secondary School

Due to the unpredictable nature of any emergency we will only be able to tell you where the evacuation site is located at the time of the emergency. Parents are asked to watch for phone/electronic notifications, check the HPSD website/Twitter, listen to the local radio station and/or call **780-523-3580 to hear a recorded message with instructions** about when/where to pick up your child.

Reuniting With Your Child During an Emergency: In order for us to ensure your child's safety, it is necessary for us to establish some protocol related to picking up your child during an emergency situation. Therefore, please be advised of the following guidelines when picking up your child from the Parent-Child Reunion Site during an emergency situation at C. J. Schurter School:

- No student will be released unless you or an individual designated on your child's 'STUDENT RELEASE FORM' arrives to pick up them up. It is critical that you ensure the information on your child's STUDENT RELEASE FORM is current and up to date.
- You **will be** required to present valid identification. This step is required to protect your child from any unauthorized individuals attempting to pick up your child. 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. This is extremely important, as it is our only means of ensuring that all students are accounted for at all times. Please do not just take your child from the Parent-Child Reunion site without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You may be jeopardizing your child's or another child's safety by not adhering to these procedures.
- Should our normal transportation system be unable to transport your child home, your child will be kept at the school/evacuation site until such time as you can arrange to pick them up.

- Once you have reunited with your child, please leave the area immediately. This is for your own safety and that of your child.
- If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion site until alternate arrangements can be made. Your child will be supervised at all times.

We suggest you keep this information sheet inside your telephone book or post it on your refrigerator for easy reference. As always, should you have any questions regarding anything in this letter, please feel free to contact the school at 780-849-4344 during school hours.

Thank you for your assistance on this matter.

Sincerely,

Linnea Jones
Principal

Marlee Adams
Vice Principal