



## Student Emergency Release Plan

### **Parent-Child Reunion Procedures:**

- 1. A Parent-Child Reunion Area will be established.** Parents will be notified at the time of an emergency of the Reunion Area's location. The location may not be at the school – the location will depend on the specifics of the emergency.
- 2. You will be required to fill out a Student Release Request Form.** This ensures all students are accounted for at all times and students will only be released to authorized individuals.
- 3. Students will only be released to an individual designated as legal guardian or emergency contact** on the student's Emergency Identification Form, which is completed at the time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact – there will be no exceptions.
- 4. Valid identification is required to pick up your child.** This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
- 5. You will be required to sign for the release of your child.** This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Do not take your child from the school or evacuation centre without signing for his/her release under any circumstances.
- 6. Once you have been 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 Centre until alternate arrangements can be made. Your child will be supervised at all times.

### **When an emergency occurs**

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. Going to the school may interfere with emergency crews' and school personnel's efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Please do not come to the school to pick up your child unless requested to do so.**

**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 reactions 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.



## St. Mary's School Student Emergency Release Plan

**Please DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.** Parents are asked not to call the school or their child's cell phone during an emergency.

- a. Phone systems need to remain available for handling the actual emergency.
- b. Overloading the system may mean the school cannot communicate with first responders.
- c. **Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lock-down.**

Experts advise that under some circumstances cell phones and other electric devices may actually act as an ignition source for fires or explosions.

### **Keeping Informed during an Emergency**

During an emergency, it is unlikely you will be able to reach the school by phone. We will, however, make every effort to contact parents directly or by one of the methods noted below.

### **Crisis Notification Network and/or the Media**

Parents will be alerted to emergency situations via the School's Crisis Notification Network (phone or electronic notifications) and local media. Stay tuned to radio stations for news alerts.

### **Website, Social Media and Community Hotline**

The school will also keep parents informed by posting information regarding the emergency on our website, and through social media.