

INITIAL EARTHQUAKE OR EMERGENCY PROCEDURES FOR PARENTS/GUARDIANS

Updated on May 2, 2018

- **DO NOT PHONE:** Please do not call the school or text a teacher to see if there has just been an earthquake and ask what is happening. We will be going through our procedures and ensuring the students get outside in a safe and orderly fashion, and will not be answering the telephone.
- **STUDENT SIGN-OUT:** We understand that parents and guardians will be anxious to collect their children and take them home, but in order for us to keep track of all students, we ask that parents and guardians please do not go on the field where the children are or take their children away from the school without first signing them out. We need to be able to account for every child.

1. There will be a "**Check-in Gate**" banner put up to direct parents where to go to sign out their children.

- a. This will enable us to know which students have left the school grounds and which parent or guardian has taken them.
- b. We will also be recording the time they were picked up, and parents or guardians will have the opportunity to write a short message for others to know where they will be. For example, if one parent picks up their child, they can leave a message notifying the other parent where they are heading, as phones/cellphones will most likely not be working.

2. Once you have signed out your child, you can proceed to the "**Student Release Gate**" banner, where your child will be brought to you. Please do not enter the fenced-off school field.



- **VOLUNTEERING:** We will no doubt appreciate any volunteers to help us with emergency situations, first aid, etc. We ask that any parent, guardian, or neighbor who wishes to volunteer please report to the "Operations Centre" for instructions. Please do not enter the field without permission.

