



Gleneagles Ch'axáy Elementary School

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April 22nd, 2024

Dear GEC Families,

On **Thursday, April 25th**, Gleneagles Ch'axáy will be conducting a full-scale **Emergency Student Release Drill** as part of our school's emergency preparedness plan. We hope that this simulated drill will give us important feedback on some of the issues that we may encounter in the event of an earthquake or other disaster and allow us to troubleshoot potential solutions.

Students and staff will begin with an Earthquake Drill at 1:00 pm which will be followed by an evacuation of the building of all students and staff to the gravel field. Once all students are accounted for, they will then return to their classrooms in assigned groupings to await pick-up by parents.

Shortly after the drill and damage assessment of our building, a Parent Reception Center will be set up in the school gym, with controlled entrance and exit protocol in effect. In the event of a real earthquake, please know that this reception area could be in a different location depending on structural damage, weather conditions, etc.

Please note that the school building will not be accessible to parents and all doors will be locked. You must register at the Reception Centre (in the school gym, entrance off main parking lot) to pick up your child. You will need to bring photo ID. Parents are asked to park on the gravel field and walk up to the gym entrance located outside of the school office, at the front of our school. If possible, please leave your vehicle at home and walk to school.

Students will be released through a formal process – please respect the importance of controlling the release of students. The process may be slow but is necessary to ensure the safety of our students. Parents (or a designated alternate, as listed on the Emergency Release Form) are asked to report to the Reception centre as scheduled below. ***Please note: only parents or adults listed on your Emergency Release form can pick up your child; they must bring valid photo ID. If an adult who is not listed as an alternate emergency contact, we are not permitted to release your child.***

We are asking parents or designates to pick up students according to the following schedule. Times are staggered so that line ups will be manageable:

K – Grade 3	1:20 to 1:45 pm
Grade 4 & 5	1:45 to 2:05 pm
Grade 6 & 7	2:05 to 2:25 pm

We understand that not all parents will be available to pick-up their children early from school. If you, or your designated emergency contact, are not able to pick up your child between these times, they will be dismissed at 2:35pm as per usual. The usual Lions Bay bus will be running as scheduled on April 25th.

The following protocol will be followed during this drill:

1. Please have photo I.D. with you.
2. Please first complete a [parent release form](#) at the **Information Table**.
3. Line up at the **Parent Release Table** identified alphabetically by the student's surname.
4. Please show your photo ID, state the student's name, teacher, grade and division. Staff will check your ID information against the information given on the Student Release Forms.
5. A student runner will retrieve your child from the classroom.

We are required to prepare for any event – whether minor or catastrophic. Practising these drills enables students, parents and staff to understand the “Big Picture” for Emergency Preparedness. Our goal is that everyone will know what to do in the event of a crisis and we can ensure that students are safely and quickly reunited with their parents/guardians.

We appreciate your patience in helping us practice this drill. As we have witnessed natural disasters in other parts of the world over the past several years, it has become apparent that preparedness is a fundamental aspect of ensuring safety for all. The fact that some communities had regularly practiced what to do in the event of an earthquake or tsunami helped many people cope under very difficult conditions. They were able to share resources, locate individuals and create shelters very effectively.

If you have any further questions, please do not hesitate to contact me at revans@wvschools.ca, or connect with your child's classroom teacher.

Thank you for your cooperation with this very important exercise.

Sincerely,

Robyn Evans
Principal