

**ADAMS ROAD ELEMENTARY
EMERGENCY PREPAREDNESS CHECKLIST
2011-12**

Student's Name: _____ Division: _____

Dear Parents/Guardians:

Please complete this checklist as you read and complete the attached information and forms.
When complete, return this checklist with items 2 and 3 below to your child's teacher before **October 14, 2011**

#1. Critical Incident Response Procedures

I have read the Critical Incident Response Procedures. *(please keep this page if you would like)*

Our family has an Emergency Preparedness Plan and have discussed it with our child/ren.

Our family has prepared an Emergency Preparedness Kit.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

#2. Comfort Kit

I have filled a **medium Ziploc bag** with comfort items to be used to calm my child if for some reason I am not able to be there for him/her.

<input type="checkbox"/>

#3. Student Emergency Release Form

I have completed the Student Emergency Release Form and returned to my child's teacher.

<input type="checkbox"/>

Additional forms may be downloaded and printed from the Adams Road PAC website:
<http://www.adamsroadpac.com/>

Critical Incident Response Procedures

In an ongoing effort to provide for our students' safety and well-being, the school is renewing its effort in the area of emergency preparedness planning. This plan includes response procedures for Critical Incidents that affect the normal operations of the school such as a fire, earthquake, flooding, inclement weather, hazardous material spills or violence/threats.

The school is prepared to care for your child in the event of such a situation for a limited period, if parents/guardians are unable to reach the school. Note that due to storage constraints, the school **will not carry emergency supplies** of water or food for students. As parents/guardians, you are expected to have your family Emergency Plan and Kit prepared. Please use the 72 hour Emergency Preparedness Guide to assist you in preparation of your family plan and Emergency Preparedness Kit. Ready to go kits are available for purchase at retailers such as Costco, or through the following:

Canadian Red Cross: http://esubmitit.sjpg.com/redcross_pub/home.cfm

72hour Canada: <http://www.72hourcanada.com/kit3.php>

- Please complete the accompanying forms and return them to the school.
 - #2. Comfort Kit. This is to sooth your child in the event that you are not able to collect them personally.
 - #3. Student Emergency Release Form. This is to authorize another Designated Adult to collect your child from the school should you be unable to in the event of a Critical Incident and school closure.
 - Please discuss this information and your family emergency plan with your child.
 - Additional forms are available for download from the PAC website: <http://www.adamsroadpac.com/>
- **Please do not call the school during a Critical Incident;** phone lines must remain open for emergency calls.
- In the event of a Critical Incident, please refrain from driving to the school, as streets and access routes may be cluttered with debris and must remain clear for emergency vehicles.
- As soon as it is safe to, parents/guardians should travel by foot to collect their child/ren.
- If you are unable to go to the school, try to contact your Designated Adult and have them collect your child/ren. **A student will only be released to their parent/guardian or a Designated Adult that has been identified by the parents on the Student Emergency Release Form.**
- Upon arrival at the school, do not directly seek out your children, report to the designated Student Release Area. All students must be released to their parents/guardians or Designated Adult through the formal release process. Signs will be posted directing you to the Student Release Area at the school, or an alternate location if it is being used.
- In the event that Adams Road School is no longer a safe location, all staff and students will be relocated to Hillcrest Elementary School (18599 65th Ave), this is referred to as the "Emergency Reception Centre".
- Listen to CKNW (AM980), CKWX (AM 1130), or CBC (AM690) and/or the Surrey School District Website (<http://www.sd36.bc.ca/>), for all emergency instructions regarding the status of school.

Thank you for your assistance.

Joanne Berka (Principal, Adams Road) and Matt Dalkie (PAC, Emergency Planning Coordinator)

For further information:

Is your family prepared? <http://www.getprepared.gc.ca/index-eng.aspx>

Provincial Emergency Program <http://www.pep.bc.ca/index.html>

Surrey Emergency Program <http://www.surrey.ca/city-services/707.aspx>

Adams Road PAC <http://www.adamsroadpac.com/>

Comfort Kit

As part of our Emergency Planning Program we ask you to **provide a “Comfort Kit” for each of your children** who are attending Adams Road Elementary.

As a school community, we want to ensure that your child feels safe in the event that you are not able to pick them up either following a Critical Incident (i.e. earthquake) or when you have been detained for an unknown time (either at work or due to a personal emergency). The Comfort Kit is meant to provide physical and psychological comfort in the first few hours following such events.

Kits are intended to meet very basic, short term needs only. Our PAC will not be providing emergency supplies (food, water, emergency blankets, etc) as you will be expected to prepare your own family Emergency Preparedness kit.

Please note that the Comfort Kits will be stored in the classrooms and returned to the student at the end of the year.

Space in the storage containers is limited, so we would ask that you fit items inside a sealed medium size Ziploc bag clearly labelled with the child’s first and last name.

Comfort Kits must include the following items:

- Comfort letter and family photo
- Non-perishable snack foods such as juice box, dried fruit (raisins/craisins), cheese & crackers, beef jerky, granola bar, hard candies. Be sure to include a plastic spoon if you include pull tab fruit or pudding cups. Being an allergy aware school, please **do not include nuts or nut products**.
- Small Kleenex package
- Space blanket – Available in emergency kits or from outdoor equipment stores
- 2-3 band-aids

Comfort kits may include the following suggested items:

- Childs favourite book
- Deck of cards or small game
- Small toy or stuffed animal
- Socks and mittens/gloves

Student Emergency Release Form

In a school closure or emergency situation, it is our intent to ensure your child/ren is released to you or a Designated Adult as soon as possible. This contact information will be essential in order to connect you to your children in a timely manner.

When completing the Student Emergency Release Form:

- Complete a form for each student attending Adams Road Elementary.
- Please attach a recent wallet sized photo where indicated.
- Where names are requested please provide full legal names. Please do not give shortened versions or nicknames.
- Please print clearly and in ink.
- The first phone lines that will become operational will be for calls routed **outside the lower mainland**, therefore please provide a phone number an out-of-area contact. It is important that all family members know this number and use it to find out the location of other family members. The Emergency Reception Centre will also make use of this number. Note that cellular and paging systems may not be operational for some time after a critical incident.

Please remember to advise the office of any changes to this information so it can be updated.

Finally, we respect your privacy and the information provided on this form. This information is maintained by the school office and is not disclosed to any party other than for official purposes.

Student Emergency Release Form

Student's Last Name: _____ First Name: _____

Teacher: _____ Division #: _____

Out-of-Area Contact

Check this box if you cannot arrange an Out-of-Area contact

Name: _____ Phone: _____ Cell: _____

Relationship to Child: _____

In the event of a Critical Incident resulting in school closure, I/we authorize the release of my/our child into the custody of one of the following Designated Adults. **Please ensure you include at least one contact that is within walking distance of the school.**

Designated Adult List

	Name	Address	Phone	Cell
1				
2				
3				

I/we fully realize that during or following a Critical Incident, my child will not be released from school to an adult other than a parent/guardian or a Designated Adult (as above), and that on the release of my child a record shall be kept at the school of the name of adult, time of release and expected destination.

(Signature of parent/guardian)

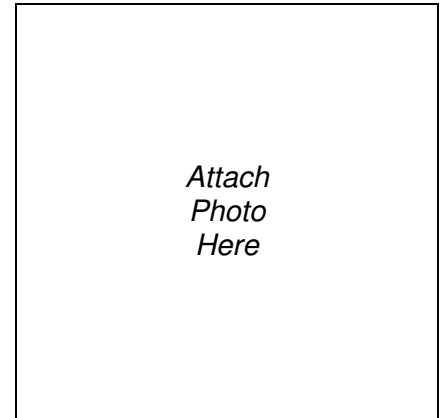
(Name of parent/guardian)

(Signature of parent/guardian)

(Name of parent/guardian)

(Date)

(Date)



**Please inform both the child and your designated adult of these arrangements.
Please inform the designated adult that identification will be required during a Critical Incident.
Should the information change, please come in to the school to complete a new form.**

Only to be completed following a Critical Incident:

Name and Signature of person child released to: _____

Expected destination of child: _____

Phone number of person child released to: _____

Date and time of release: _____

Name and Signature of staff who released student: _____