

Corpus Christi School

Wed., Oct. 18, 2023

Dear Parents,

To ensure the safety of students and staff, precautions such as fire and earthquake drills and lockdown are practised regularly at our school. We are prepared to care for all of the students in the event of a fire or earthquake or lockdown until a parent or appointed guardian is able to come to the school. We have first aid supplies and will attempt to be in communication with local emergency services. Please read this information carefully and keep it at home.

At school during an emergency:

In case of a fire, staff and students will immediately exit the building when the fire alarm is heard.

In the case of an earthquake, the Early Warning System will sound, the students will drop, cover and hold when the teacher issues the earthquake command, as practiced in drills. Staff and students will then exit quickly when the shaking has stopped and assemble outside in the designated area. (They will always exit even if everything seems okay.)

- **A Command Centre** will be established on School property in the school/parish field
- **A Parent Reception Centre** will be established near the Command Centre (Field entrance on 48th)
- **Students will be dismissed** when a parent, or the previously appointed guardian, comes for them. All parents or appointed guardians who come for children must have proper identification when they come to the Student Release Centre.
- **Parents need to report to the Parent Reception Centre** to fill out the necessary forms in order to have their child/children released to them.

We do ask for your help in the following areas:

- Please do not phone the school; we must have the lines open for emergency calls.

- Following an earthquake, do not drive to the school; streets and access to our school may be cluttered with debris; the school access route and street entrance areas must remain clear for emergency vehicles.
- Do turn your radio to **CKNW (980 AM)**. Information and directions will be given over the radio or on our school website if possible.
- **As soon as it is safe to travel, we request that parents travel by the safest means possible** (or send their appointed guardian) to the school to retrieve their child/children.
- No student will be dismissed from the school unless a parent, or the previously appointed guardian, comes for them. (Be sure the information on our records for your child's appointed guardian is kept up-to-date with the school's main office.)
- All parents or appointed guardians who come for children must have **proper identification** when they come to the **Student Release Centre**.
- Your child/children will be brought to the Parent Reception Centre to meet you once the necessary paper work has been completed.
- If you arrive at the school after the evacuation has been completed, information will be posted regarding the location of the children.

At school during a lockdown:

The principal or administrative staff will announce the lock-down over the public address system or other designated system. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Parents will be notified of the lockdown when the situation permits.

- **Staff will guide students** to the safest area of the classroom gymnasium, music room, learning commons, church etc.) depending on the situation and area.
- **Student dismissal and pick up** will depend on each situation.

For information about how to be safe during an earthquake go to <http://www.shakeoutbc.ca>.

If you have any questions, or wish to become involved, please feel free to email the school office.

Sincerely,

R. Natola

Ms. Natola