



May 4, 2017

Dear Parents/Guardians:

In the Delta School District we take emergency preparedness very seriously. All of our schools conduct emergency drills throughout the school year. Some of these drills may be full emergency release drills, meaning that parents are involved in the drill because ***we are practicing how students will be safely released to their parents or emergency release contacts in the event of a disaster.*** It is important that when a school has a full release drill, that parents and emergency release contacts take part. Our school community needs to be ready in case disaster strikes.

We will be conducting an Emergency Release Drill on Friday, May 12th at 2:15 pm

***It is important that all parents understand that **all students**, whether in kindergarten or grade 12, will only be dismissed from school in emergency situations **to their parents or designated emergency release adult.** Students **cannot** be released to an older sibling who is still under the age of 19. Students will not be allowed to leave school property until a pre-designated adult retrieves them.

In order to maintain the safety of your children, **there can be no exceptions.**

This means that, if grandparents or daycare providers routinely pick up students, they must be named as **EMERGENCY RELEASE CONTACTS** on the student information form.

It is important for parents to regularly plan for who will be able to pick-up their child from school in an emergency situation, and that the information needs to be reviewed and updated annually. If both parents do not work close to the school, then they should designate another trusted adult who will, most likely, be in the area if disaster strikes during school hours. Again, this person cannot be an older sibling who is under the age of 19.

****Please note that the “EMERGENCY RELEASE CONTACT” line is separate from the “EMERGENCY CONTACT” line.**

This year, we will be conducting our emergency release procedure on Friday May 12th, 2017.

When: 2:15 pm, Friday, May 12th, 2017 (***please do not arrive before this time***)

Who: Parents/Guardians/Designated Emergency Release Contacts

Procedure: ***Please ensure that the adult arriving to pick up the student has **picture ID** with them. This is a ***very important part of our drill, that we must practice.*** We will not be releasing students to adults who do not show ID (even if we know you)



- Students will be lined up in division order on the back field.
- Parents/Designated Emergency Release Adults will be asked to wait in a designated area, and not approach the divisions, until all students are accounted for and the signal is given by the principal or designate
- Once we are ready to begin the “release” portion of the drill, parents/emergency release designates will be asked to report to their child’s division and check in with the teacher (knowing the **grade, division number,** and **teacher’s name** before arriving will help expedite the process)
- Designated Release Contacts/Adults will be asked to show their ID before taking their child.
- In case of questions/discrepancies in information, teachers will ask parents/designated release adults to report to the ***“Command Centre”***
- Released students will be able to go home for the remainder of the afternoon (to avoid confusion, we ask that released students do leave the area)

Please note:

- **This is not an “early dismissal day”.** Participation is appreciated, but not required.
- Students who are not being picked up as part of the Emergency Release drill will be dismissed at the regular 3:00 p.m. dismissal time.

Respectfully,

Mme E. Greenhalgh
Principal/Directrice
/pht



Delta School District - Parent Connect

How to Update Emergency Release & Out-Of-Province Contacts

Parent Connect allows parents to add/maintain both **Emergency Release** and **Out-Of-Province** contact information in the case of a major disaster such as an earthquake or flood.

In the case of a disaster, students may **ONLY** be released to those identified as an **Emergency Release** contact.

The **Emergency Release** contacts may also be listed as the Contacts on the student's Basic screen.

Emergency Release contacts on this screen are typically people living close to you or the school in order to facilitate picking up the child from the school.

Out-Of-Province contacts are typically those living in another province or another country who can be contacted in case local communication lines (land line or cell towers) are not working. The District would appreciate parents adding/maintaining this information as it's an integral part of the District's disaster plan.

**** Very Important **** If you have multiple students in the district, this information must be added/updated separately on each child's student record i.e., changing your out-of-province information on one child's record will not automatically change this information for all your children.

1. Sign on to Parent Connect
2. Click on the **Basic** tab on the main toolbar
3. Click on the **"Emergency/Out of Prov/Other Contacts"** button

Emergency/Out of Prov/Other Contacts

We ask that you enter no more than **3 Emergency Release** names and **1 Out-of-Province** name as that is the maximum number of names printed on the student information reports.

4. Click on the **Edit** button to the left side of a blank line to **add** a new record, or on an existing line to **change** the information:

- **Type:** use the drop down option box to choose the appropriate option for this record; choose either **ER-Emergency Release**, or **OP-Out of Province Contact** (do not enter any records for "Other Contacts")
- **First and Last Name:** enter the persons usual first and last name
- **Relationship:** the relationship as it relates to the child (not to the parent) such as Grandparent, Aunt, Uncle, Family Friend, Father, Mother, Neighbor
- **Full Address:** Include the full street address, City, Province, and Postal Code; if the person lives in the U.S. then enter the State code and Zip Code instead of province and postal code
- **Email:** enter the email address that this person would want us to use to contact them; this could be the person's personal email or work email, whichever they would prefer to use
- **Employer:** enter the name of the persons Employer, if applicable
- **Phone:** up to two different phone numbers could be entered for each person; the phone numbers could be their home, cell or work number; if entering the persons Employer then it may be a good idea to add their work number
- **Overseas Phone:** if this person is living overseas, please put in the overseas phone number instead of using the two regular phone number fields
- Click the **Save** button to update the changes. **If you close the screen or go to another screen before saving, the changes will be lost**

Parent Connect interface showing the 'Emergency/Out of Prov/Other Contacts' button circled in red. The interface includes fields for Student, Grade, Address, Mailing Address, Home Phone#, Student Cell#, Student Email, Locker, Medical Numbers, Health Details, Health Codes, Total Charges, Total Payments, and Bus Route/Time.

Be sure to SAVE changes

Form for adding or editing a contact. Fields include: Type (ER-Emergency Release), First Name (Mary), Last (Brown), Relation (Aunt), Address (Somewhere Street), City (Kelowna), Province (BC), Postal Code (K5T 2P9), State, Zip Code, Email (mbrown@emailaddress.com), Employer (ABC Dairy), Phone (555-555-9823 Home, 555-555-6744 Work), and Overseas Phone.