



OUR LADY OF PERPETUAL HELP SCHOOL

Parent/Guardian Information: Emergency Protocol Expectations

In collaboration with emergency agencies, the school has developed Emergency Response Protocols which are reviewed and practiced regularly with staff and students (see chart below). We ask that parents are expected to respect any protocols in place when they arrive at the school.

When an Emergency Occurs

Please do not come to school to pick up your child unless requested to do so.

- Although your instinct may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation.
- Follow the instructions provided to you through communications channels outlined below.

If you arrive at the school during an emergency, please respect the protocol in progress.

- While individual circumstances might move you to disregard the school's established procedures, accommodating individual requests may put other students and staff at risk.

Please DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.

- Phone systems must be available for handling the emergency and communicating with first responders.
- Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lockdown.

Keeping Informed During an Emergency

While you will be unlikely to be able to reach the school by phone in an emergency, the school will make every effort to contact you directly when needed and to provide updates by one of the methods below:

- School's social media sites
- School website
- Local media
- Email

Emergency Protocol Drills

The following emergency action protocols are posted in school rooms, practiced regularly by staff and students, and reviewed annually. **If you arrive at the school when a drill is in progress, please respect the process and wait for it to be completed.**

Emergency Action Protocols	
Protocol	Situations
1. Drop, Cover and Hold	Earthquake, Explosion
2. Hold and Secure	Emergency situation outside the school
3. Shelter in Place	Environmental hazard outside the school
4. Evacuation/Directed Evacuation	Internal hazard/External regional hazard
5. Lockdown	Armed/ violent intruder in the school or arriving imminently
6. Room Clear	Medical emergency or aggressive behaviour in the room





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Parent Information: Student Release Plan

In the case of a school-wide, prolonged emergency that necessitates a controlled release of students, parents should be aware of the following procedures and expectations.

A. Student Release Forms

- To be filled out by every family when they join the school
- To be updated annually and any time key information changes

B. Student Release Procedures

Reuniting with Your Child

We recognize that when an emergency occurs parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen. To ensure everyone's safety, specific procedures have been established for releasing students.

Parents are expected to:

- Adhere to the parent-child reunification procedures listed below.
- Recognize that staff will work hard to ensure these procedures take place without delay.
- Understand that the process will still take some time.
- Be patient when they arrive at the Parent-Child Reunion Area.

Parent-Child Reunion Procedures

1. A Parent-Child Reunion Area will be established.
 - You will be notified of the Reunion Area's location.
 - The location may not be at the school, depending on the specifics of the emergency.
2. Parents will be required to fill out a Student Release Request Form.
 - This ensures all students are accounted for at all times.
 - Students will only be released to authorized individuals.
3. Students will only be released to a designated legal guardian or emergency contact.
 - Emergency contacts must be specified on the student's Emergency Card, completed at registration.
 - Emergency contact information should be updated whenever the information changes.
 - The school will only release a child to someone listed as an emergency contact.
4. Valid identification is required to pick up your child.
 - This protects your child from any unauthorized individuals attempting to pick up students.
 - Even if school personnel know you, be prepared to present I.D., as the school may be receiving assistance from individuals who do not know you.
5. You will be required to sign for the release of your child.
 - This ensures your child, along with other students, is accounted for at all times.
 - Do not, under any circumstances, take your child from the school or evacuation centre without signing for his/her release under any circumstances.
6. If you are unable to pick up your child, they will be at the Parent-Child Reunion Centre.
 - School personnel will seek alternate arrangements.
 - Your child will be supervised at all times.

