



# École Boundary Elementary School

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Dear Parents/Guardians,

Re: **Boundary Elementary School's Emergency Release Drill on Friday, June 14, 2019**

On the afternoon of Friday, June 14<sup>th</sup>, the staff and students of École Boundary Elementary School will be participating in an Earthquake Drill, followed by an Emergency Release Drill exercise. This will give us an important opportunity to practice part of our school's emergency preparedness plan.

The Reception Centre will then be established, and the Parent Meeting Area/Student Release Stations be set up. For the purpose of this exercise, the Reception Area will be on the back gravel field. You (or approved Alternate listed on the Emergency Contacts Sheet), hereon referred to as the "Guardian", will be asked to report to the Back Field after 1:15pm. Follow posted signs and directions given by staff. The Guardian should walk from the front and around the west side of the building to line-up. There will be only one entrance and one exit – all other ways into our school grounds will be blocked. **Please do not wander through the school or field, this defeats a 'controlled release' and jeopardizes student safety!**

**Please watch the video on our school website for detailed information. (<http://bit.ly/2Xbrk0J>)**

**The following procedures will occur:**

1. Have photo ID with you (i.e. BC Driver's License).
2. Please line up at the Reception Centre (outside northwest of the building).
3. Share the following information:  
**Show Photo ID.**  
**State Children(s)' Name, Teacher(s), and Grade(s).**  
**Share your Next Location.** *In a real emergency, it would help us tell parents/other family members/emergency crew where to find you and the student(s).*
4. The Reception Centre will give you 2 labels and ask you to move to the Meeting Area (in the tennis court). **Please put ONE label on yourself and keep the OTHER label for you to provide at the Exit.**
5. Please line up patiently and wait for the student(s) to appear. A Runner will go to get the student(s) and provide their teacher(s) with the other labels to cross-check identification. The student(s) will be matched with you by staff members based on the label on you and the label on the student(s).
6. You can then walk to the Exit with your student(s). You must hand-over the OTHER label in your hand to the staff member (Ms. Lipp) to ensure we know you have checked out with the student(s) before you exit the school grounds by walking out of the Tennis Courts and along the east side of the building. Once you have exited with your student(s), please do not re-enter the school and school grounds.

**NOTE: All children will be expected to be picked up by a parent/guardian or approved alternate as listed on the Emergency Contacts Sheet you sent in this school year. Student will not be released to an adult who is not listed on the Emergency Contacts Sheet.**

**There will be NO EARLY Dismissal for appointments that afternoon! If you do have an appointment, please pick-up your child before 12:00 pm.**

You do not need to take time off work, contact one of your Alternates to pick up your child. If you are unable to pick up your child(ren) from school, we hope that a designated Alternate listed on your Emergency Contacts Sheet will be able to pick up and practice this drill with us. If no one is available, your child will be dismissed at the regularly scheduled dismissal time of 3:00pm.

**SUGGESTION:** Please discuss who will be picking up your child prior to June 14<sup>th</sup>. Also, remind the Guardian to bring the appropriate ID and to be patient. **We will conduct this exercise rain or shine!**

## **BE PATIENT!**

Students will be released through a formal process. Please respect the importance of controlling the release of students. The process may be slow  
Your Child's Safety is Paramount!