



School District No. 44 (North Vancouver)
COVE CLIFF ELEMENTARY SCHOOL

1818 Banbury Road, North Vancouver, BC V7G 1W4
Phone: (604) 903-3420 • Fax: (604) 903-3421

RE: Controlled Student Release Drill - Grades K-7 – Friday May 17 between 1:00PM and 3:00PM.

On Friday May 17, 2024 at 1:00 pm, we will be setting up and conducting a “Controlled Student Release” exercise to provide students, parents and staff an opportunity to practice an important component of our emergency preparedness program. Parents/guardians of all Kindergarten to Grade 7 students are requested to participate in the student release process by following our procedures as outlined below. If you live within walking distance we suggest you walk to the school, as you would after an earthquake.

It is crucial that you [or the designated alternate listed on the Student Emergency Release Form you completed in September] bring photo identification when picking up student(s). **No photo I.D. = no release!! Only parents/guardians or people on the release form will be allowed to pick up your child. Please make sure your caregivers and/or daycares are on your list. Please check with the school office between May 6-10 if you do not remember who you put on your release form.**

Day of drill process:

1. Enter school via the Student Release Station => Gym/blacktop area- look for signs.
2. Line up at appropriate table according to your child’s surname. If you are picking up students with different last names, you only need to line up once. You will be instructed to skip the line at the other tables.
3. Complete a release form for each child being picked up.
4. Show photo I.D., state child(ren)’s name(s). Receivers of the information will check your child(ren)’s Student Release Form (currently on file at school). Students will only be released to an alternate if they are on your child’s Student Release Form.
5. After verification of information, parents/designate will be given 1 sticker and proceed to the waiting area in the Gym.
6. Parents of Gr. 6 students please come later as the Gr. 6’s are the runners who are picking up students and bringing them to the waiting area.

Important notes:

- Please be patient! We want to see the ‘release’ in action and also to use it as a learning exercise for staff and families. (Students will not be returning to class after they are dismissed to the adult picking them up on that day, and will not be able to access the rest of the school).
- No adults, other than staff, will have access to the rest of the school.

- School phones will not be answered during the exercise just as they would not be answered during a real earthquake or emergency. Please refrain from using mobile phones to contact your child.
- Early dismissal for appointments cannot be accommodated after lunch on this day. All students will be released according to the Student Release Plan.
- Please talk to your child in advance about the drill and who will pick them up.
- If you are unable to join us for the drill, your child will remain in class until 3pm when they will be dismissed as they normally would. You do not have to take time off work to participate.

If you can, please help us by participating in this very important drill. Students will be released through a formal process. Please respect the importance of controlling the release of students and let your daycare providers know about the drill, it would be great for them to go through the process as well. We appreciate your patience. Dress appropriately for the weather.

YOUR CHILD'S SAFETY IS PARAMOUNT!

Ms. O'Brien & Mr. Stokes
Administrative Team