

AGMS EMERGENCY REUNIFICATION DRILL

Wednesday, April 25, 2018 at 1:30 pm

April 18, 2018

Dear Parents,

Arbutus Global Middle School will be practicing an **Emergency Reunification Drill** next Wednesday, April 25 to provide students, parents, and staff an opportunity to practice an important component of our school emergency plan. Parents and guardians are requested to participate in the reunification process by following our procedures as outlined below. This process can be used in future to reunify parents with students in many different kinds of emergencies, but on April 25 we will be holding an Earthquake Drill to practice this new reunification process.

We ask that as many parents as possible who are able to get away from work that day, or to send an authorized guardian in your place, participate in this practice drill. Parents should arrive at the school to pick up your child between 1:30 pm and 2:30 pm that day.

It is critical that parents and alternate guardians are listed on a student's release form and understand the school procedures.

Student/Parent Reunification Procedures

1. Parents/guardians will be directed to the **Check-In Gate (1)** at the entrance to the parking lot. **If possible you should WALK to the school, as parking may be congested on Edgelow in an emergency event.**
2. Arriving parents/guardians will self-sort at Gate (1) into alphabetical lines corresponding to the first letter of the family name of the student(s) being picked up.
3. A staff member will ask for government issued **picture ID** (driver's license, military ID, passport, etc.) to confirm the parent/guardian requesting the student(s) is on the **Student(s) Release Form**, and is authorized to do so.
4. The staff member will fill out the time and intended destination in the highlighted section of the form.
5. The parent/guardian will be asked to sign the appropriate section on the **Student(s) Release Form**.
6. The parent/guardian will then take the bottom portion of the **Student(s) Release Form** to a staff member at the **Release Gate (2)**.
7. A Runner will take the bottom portion of the Student(s) Release Form to the student holding area.
8. Please wait at the **Release Gate (2)**.
9. The requested student(s) will be escorted by a staff member to the parent/guardian at the **Release Gate (2)**.
10. Once you have the requested student(s), please exit the school grounds to ensure a quick reunification for all families.

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Things to Remember

- Bring your government issued picture ID and have it ready at the **Check-In Gate (1)**.
- This will be a slow process, please be patient and respect the importance of accounting for students after an emergency by releasing them under control.
- Use this opportunity to practice your family emergency plan. Please talk to your child(ren) in advance about the exercise, and how they are expected to behave.
- Tell your child(ren) who is prepared to pick them up and care for them after an emergency, or disaster, if you or your spouse can't make it to the school right away.
- Expect traffic congestion at the school, please consider alternate parking areas in the community.
- If you live within walking distance we suggest you walk to the school.
- If you are unable to join us for the exercise, your child/children will be dismissed as they would normally be at 2:45 pm.

We encourage you to participate in this very important exercise!

We appreciate your patience. Dress appropriately for the weather as we will go rain or shine.

Thank you,

Rob Parker, Principal

Aaron Maxwell, Vice Principal